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 **NOT** 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: https://myview.umsl.edu
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
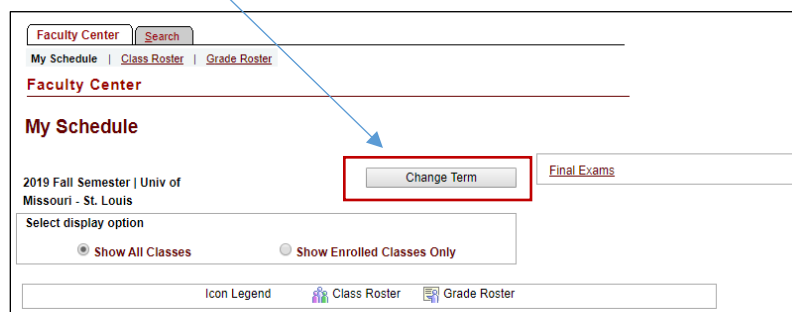
5. *Select* the **Term** and *click* **Continue**

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

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

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 Roster

Grade Change Request

2019 Fall Semester | Regular Academic Session | Univ of Missouri - St. Louis | Graduate

WORK 6470 - 002 (15826)

Test Course for Peopletools Upgrade (Lecture)   Campus Main UMSL Campus

Days and Times	Room	Instructor	Dates
TBA	TBA	Tess Keuss	08/19/2019 - 12/14/2019

	ID	Name	Enrollment Status	Grading Basis	Official Grade	Reason	Last date of acad activity
1	12170459	Triton,Lou	Enrolled	Graded	F ▼	INER 🔍	11/11/2019 📅

Return to Grade Roster   Submit

10. *Select* the **Magnifying Glass** under the Reason and enter a Reason for the grade change

Help
Select one of the following values:

CGDL Change from Delayed
INER Instructor Error
OTHR Other

Cancel

11. *Click* **Submit** for the changes to persist

Grade Roster

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Return to Grade Roster   Submit

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

Grade Change Request

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1	12170459	Triton,Lou	Enrolled	Graded	F ▼	INER 🔍	11/11/2019	📅	Success

Return to Grade Roster

Submit

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