

**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.

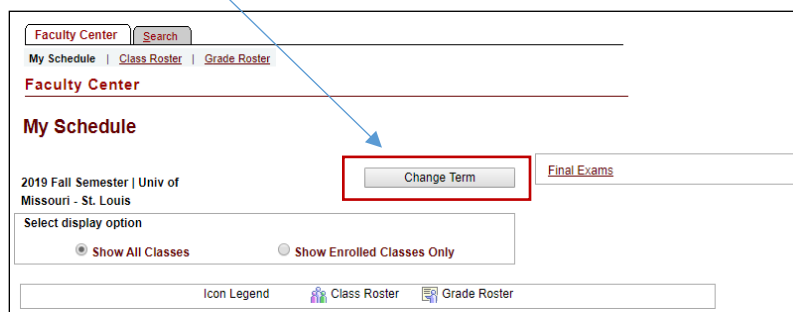
- Changing to/from an Excused (EX) grade
- Changing to/from an Audit (AU) grade
- Changing to/from a Satisfactory-Unsatisfactory grade
- Changing any grades after a student has graduated

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*

Faculty Center Search

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

**Faculty Center**

**Select Term** [View FERPA Statement](#)

Select a term then select Continue.

Term	
<input type="radio"/> 2019 Fall Semester	Univ of Missouri - St. Louis
<input checked="" type="radio"/> 2019 Spring Semester	Univ of Missouri - St. Louis
<input type="radio"/> 2018 Fall Semester	Univ of Missouri - St. Louis

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

**Faculty Center**

**My Schedule**


2019 Fall Semester | Univ of Missouri - St. Louis  [Final Exams](#)

Select display option

Show All Classes  Show Enrolled Classes Only

Icon Legend [Class Roster](#) [Grade Roster](#)

**My Teaching Schedule > 2019 Fall Semester > Univ of Missouri - St. Louis**

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Status
 WORK 900-003 (13614)	Fix It (Recitation/Seminar/Discussion)	1	MoTuWeThFrSaSu 7:00AM - 11:00PM	TBA	Aug 19, 2019- Dec 14, 2019	Not Reviewed

7. The Grade Roster for the past term is now visible

8. *Click Request Grade Change*

Test Course for Peopletools Upgrade (Lecture)

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

Display Options

\*Grade Roster Type    
 Display Unassigned Roster Grade Only

Grade Roster Action

\*Approval Status

[Incomplete Grade Agreements](#)

Student Grade	ID	Name	Roster Grade	Official Grade	Acad Plan	Level	Last Date of Acad Activity
<input type="checkbox"/>	1 12170459	Triton Lou		A	Information Sys & Tech MS	Graduate	

Select All Clear All [Printer Friendly Version](#)

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. Please note:*
  - *\*\*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)** Campus Main UMSL Campus

Test Course for Peopletools Upgrade (Lecture)

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](#)

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

Select one of the following values:

CGDL Change from Delayed

INER Instructor Error

OTHR Other

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

**Grade Roster**

**Grade Change Request**

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

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

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Test Course for Peopletools Upgrade (Lecture)

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	<b>Success</b>

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## How to Change a Delayed Grade

- Please be aware that the DL grade must be changed by the instructor when the course work is completed.
- The system does not assign the Reserve Grade. It is only for your reference in your grade calculations.
- **The grade change must be done before the appropriate due date, or the DL (delayed) will lapse to F (failing).**

### LDA and the Delayed Grade change

Faculty are required to report a last date of academic activity when submitting a Delayed Grade due to Federal Financial Aid regulations. To assist the campuses and ensure the UM system is compliant, LDA will now be a required field in campus grade submissions for students who receive a delayed grade as well as F or FN.

As these Federal regulations have been in effect prior to the current term, the process of entering the Grade Change from DL to a passing grade for a previous term may require additional steps.

**As shown in the example below:**

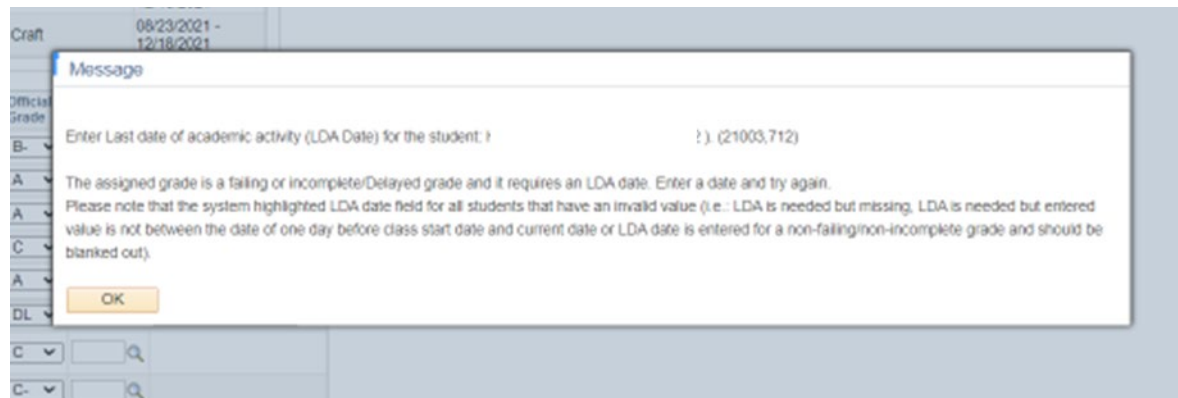
When entering an online grade change for one student when there are other Delayed Grade assignments on the same grade roster that cannot yet be graded, **you must enter the LDA for the remaining delayed grades** that are not ready to be graded. **This action is required in order for the grade change to successfully save.**

**Please notice when the Grade Change function is selected, the DL grades have caused the LDA date field to open.**

Sociological Theory (KSLU)			
Days and Times	Room	Instructor	Dates
Th 12:30PM-1:45PM	Social Science Business -00132	Rachel Craft	08/23/2021 - 12/18/2021
TBA	Online	Rachel Craft	08/23/2021 - 12/18/2021

ID	Name	Enrollment Status	Grading Basis	Official Grade	Reason	Last date of acad activity
1		Enrolled	Graded	B- ▼	<input type="text"/>	
2		Enrolled	Graded	A ▼	<input type="text"/>	
3		Enrolled	Graded	A ▼	<input type="text"/>	
4		Enrolled	Graded	C ▼	<input type="text"/>	
5		Enrolled	Graded	A ▼	<input type="text"/>	
6		Enrolled	Graded	DL ▼	<input type="text"/>	<input type="text"/>
7		Enrolled	Graded	C ▼	<input type="text"/>	
8		Enrolled	Graded	C- ▼	<input type="text"/>	
9		Enrolled	Graded	DL ▼	<input type="text"/>	<input type="text"/>

If you fail to enter the LDA the following error message will occur when you submit:



Simply enter the end of term date only for the DL that cannot yet be graded.

Fall 21 end of term date is **12/18/21**

Spring 21 end of term date is **5/15/21**

When those dates are entered, then it will allow you to **Submit** and **Save**.

6	Enrolled	Graded	DL	<input type="text"/>	<input type="text" value="12/18/22"/>
7	Enrolled	Graded	C	<input type="text"/>	
8	Enrolled	Graded	C-	<input type="text"/>	
9	Enrolled	Graded	A-	<input type="text"/>	
10	Enrolled	Graded	A	<input type="text"/>	
11	Enrolled	Graded	EXF	<input type="text"/>	
12	Enrolled	Graded	A	<input type="text"/>	

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