

**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 primary, secondary instructors and administrator approved in MyView to submit grades on the specific course. The deadline to submit an electronic grade change is one calendar year after a term has ended.

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

**\*\*Grade changes after one year will require the *Grade Change Form* that must be signed by the Instructor and the Department Chairperson and submitted to the Registration Office to be processed. Only an instructor with an active human resources appointment can use this functionality. If you have questions, please contact us at [registration@umsl.edu](mailto:registration@umsl.edu).**

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
- Changing FN (Failure/Nonparticipation) grade assignment

**Please Note:**

As per the Bulletin an FN (*Failure/Nonparticipation*) grade assignment cannot be changed (electronically by the instructor or by the Registrar):

<https://bulletin.umsl.edu/undergraduatestudy/#gradingtext>

*When students do not complete any graded assignments but do not officially withdraw from the course or the university, instructors may assign an FN.*

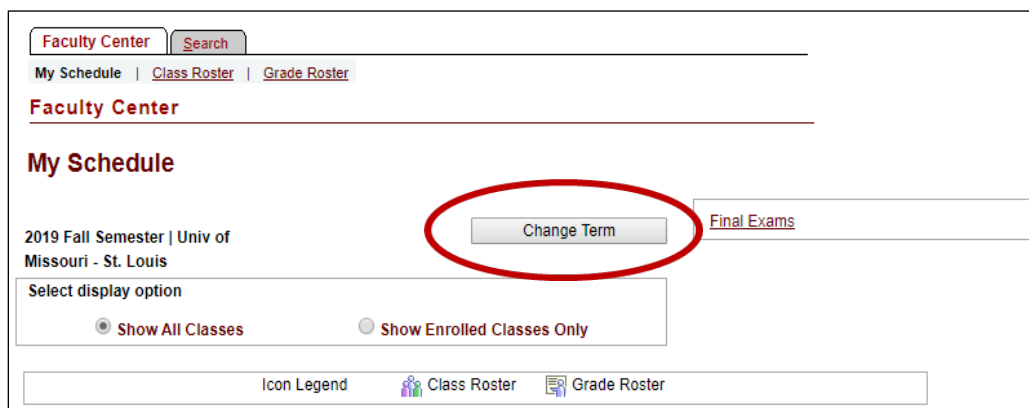
*The F for Non-Participation cannot be changed to a grade and will be treated in GPA calculations as an F.*

### 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 Grade Change Form from the Registration Office. Please contact us at [registration@umsl.edu](mailto:registration@umsl.edu).**

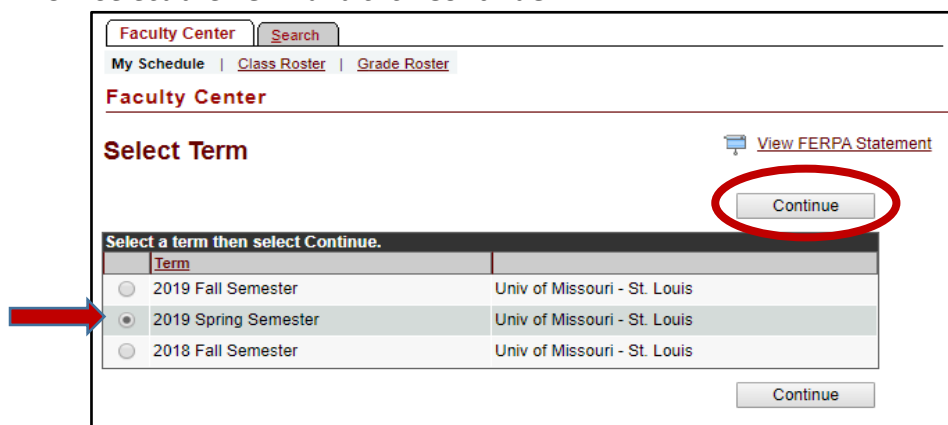
**\*\*If you meet all the above requirements but cannot submit a grade change in your Faculty Center, then your enrollment security may need to be updated. Please contact Kathleen Miguel at [miquelk@umsl.edu](mailto:miquelk@umsl.edu) or [scheduling@umsl.edu](mailto:scheduling@umsl.edu) for assistance.**

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



The screenshot shows the 'Faculty Center' interface. Under the 'My Schedule' section, there is a '2019 Fall Semester | Univ of Missouri - St. Louis' header. Below this, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. To the right, there is a 'Change Term' button circled in red, and a 'Final Exams' link. At the bottom, there are links for 'Icon Legend', 'Class Roster', and 'Grade Roster'.

5. Select the **Term** and click **Continue**



The screenshot shows the 'Select Term' page. At the top, there is a 'View FERPA Statement' link. Below it, there is a 'Continue' button circled in red. A table lists the available terms for selection:

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

A red arrow points to the '2019 Spring Semester' option. Below the table, there is another 'Continue' button.

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

**Faculty Center**

**My Schedule**


2019 Fall Semester | Univ of Missouri - St. Louis [Change Term](#) [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: Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

\*Approval Status: Not Reviewed  [Save](#)

[Request Grade Change](#)

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](#) [Notify Selected Students](#) [Notify All Students](#) [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.

**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 <input type="text"/>	INER <input type="text"/>	11/11/2019 <input type="text"/>

[Return to Grade Roster](#) [Submit](#)

**Please note the following:**

**\*\*If a student's grade is grayed out, a Grade Change form with the appropriate signatures and documentation must be submitted\*\* Please contact [registration@umsl.edu](mailto:registration@umsl.edu)**

**Grade Roster**

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**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	INNER	11/11/2019

[Return to Grade Roster](#)

10. Select the **Magnifying Glass** under the **Reason**, (shown above) and select a reason for the grade change, (shown below).

[Help](#)

Select one of the following values:

[CGDL](#) [Change from Delayed](#)

[INNER](#) [Instructor Error](#)

[OTHR](#) [Other](#)

**IMPORTANT - \*\*If a failing grade is entered into the Official Grade column, the Last date of academic activity, (LDA) is required. This is to ensure course interaction data is within the UM system is Title IV LDA compliant.**

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

### 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 [3]

[Return to Grade Roster](#) 

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

### 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 [3]	<b>Success</b>

[Return to Grade Roster](#)

**\*\*Reports detailing all electronically processed grade changes can be obtained on demand by the Academic Unit and/or Department Chairs by running the COGNOS Report: umsl\_rp\_sa\_grade\_change\_audit. Upon request, the Registrar will provide a summary report to the Department Chairperson\*\***