

**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.

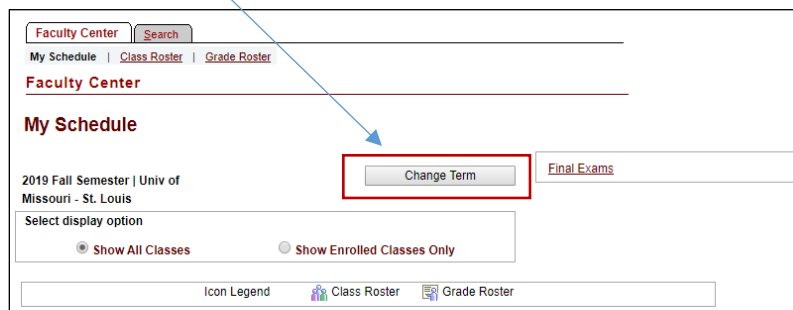
- Changing to/from an Excused (EX) grade
- Changing to/from an Audit (AU) grade
- Changing to/from a Satisfactory-Unsatisfactory grade
- Changing any grades after a student has graduated

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](#)

Continue

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

Continue

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 [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
<a href="#">WORLD 900-003</a> <a href="#">13614</a>	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	<a href="#">Triton Lou</a>		A	Information Sys & Tech MS	Graduate	

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

Notify Selected Students Notify All Students

- 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)**

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](#)

Submit

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

Select one of the following values: [Help](#)

CGDL Change from Delayed

INER Instructor Error

OTHR Other

Cancel

- Click **Submit** for the changes to persist

**Grade Roster**

**Grade Change Request**

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Days and Times	Room	Instructor	Dates
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1 12170459	Triton,Lou	Enrolled	Graded	F	INER	11/11/2019

[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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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>

[Return to Grade Roster](#) Submit

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