QUICK GUIDE: ONLINE GRADE CHANGE FORM

SUMMARY

The <u>Online Grade Change</u> form allows grade changes, corrections to initial final grades, and removal of incomplete grades within the one-year deadline. Some enhancements include:

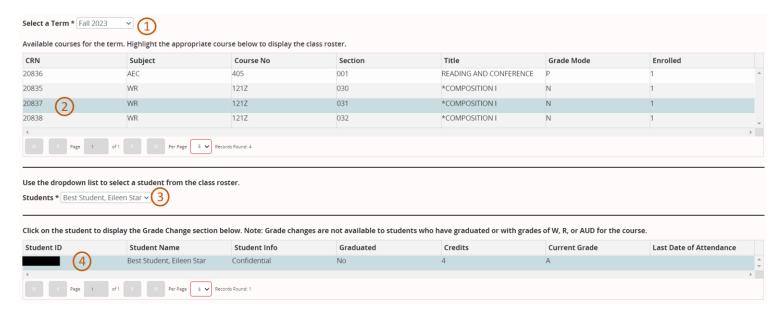
- Easy navigation on a single page with which displays all courses assigned to the instructor for the term selected.
- Searchable drop-down list of students from the class roster. Especially useful for classes with high enrollments (50+ students).
- A pop-up confirmation message appears after clicking the Submit button.
- View the grade change for the student on the page.

ACCESS ONLINE GRADE CHANGE

Access Online Grade Change form through **MyOregonState** under the Resources and search for **Change Posted Grades**.

CORRECT OR CHANGE A GRADE

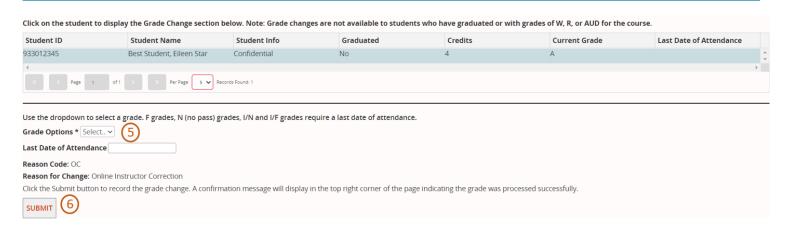
- 1) Select the term using the **Term** drop-down. Courses assigned to you as the instructor of record will appear below.
- 2) Highlight the course to display the class roster.
- 3) Select the student from the dropdown list. The dropdown list is searchable and will show the matching name as you type.



4) Highlight the row with the student's information (ID and Student Name) to display the section to enter the grade change.



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5) Select the new grade using the **Grade Options** dropdown. Only the applicable grades will display based on the grade mode (A-F grading or P/N grading) for the course.

Note: F grades, N (no pass) grades, I/N and I/F grades require a **Last Date of Attendance**. The date selected must be within Monday of Week 1 and Friday of Finals Week of the term of the course.

6) Click Submit. A successful confirmation message will display in the top right corner of the page.

IMPORTANT NOTES

- Removal of an incomplete grade within the one year deadline must be submitted by 5:00 pm the Friday of Finals Week before the incomplete reverts to the alternate grade.
- Once a letter grade (A-F) or pass/no credit (P/N) is assigned, you cannot change it to an incomplete (see <u>Academic Regulation 17</u>).
- If you need to submit a grade change for a graduated student, email your request to the Office of the Registrar at gradingquestions@oregonstate.edu. Requests must be within three months of the final degree conferral.

QUESTIONS?

Please email us at <u>gradingquestions@oregonstate.edu</u> with grade submission-related questions. The grading team will be happy to assist you with your question.

