If an instructor makes a mistake in grading, he/she may correct the grade online until the online grading deadline. Once the online grading deadline has passed, the instructor must complete a paper grade change card.

1. To correct submitted grades sign into your Faculty Center and select the Grade Roster icon next to the desired class.
2. Click on the Request Grade Change button.

3. Update the grade.
4. Click Submit to make the corrected grade viewable to the student. Once the grade has successfully updated, the word Success will display next to the changed grade.

5. Click Return to Grade Roster to see that the Official Grade has updated.