# Electronic Grade Change

1. Click the **Grade Roster** button.

2. The Request Grade Change button will display if a student in the course has been given an official grade.

   To access the grade change form, click the **Request Grade Change** button.

3. To change a student's grade, select the desired grade from the Official Grade drop down list.

   Click the **Official Grade** list.

4. Select the grade you want to give change to.

   Click the **F** list item.

5. Click the **Submit** button.

6. When changing a "W" grade to an "F", you will receive a Message that states: "Although enrollment status is Withdrawn, changes will be applied."

   To view the message click the "Messages" link in the far right column.

   When changing entered grades, the far right column will display a message of "Success".

7. To see the changes, navigate to the Grade Roster by clicking Faculty Center in the myZou menu and then clicking the Grade Roster icon.

8. You have successfully changed a student's grade prior to the grade entry deadline. If a student's grade needs to be changed after the grade entry deadline, a grade change form will need to be completed and forwarded to the University Registrar's Office.

   **End of Procedure.**