Accessing PeopleSoft Final Grade Roster

1. Log in to MyU.umn.edu with your Internet ID and password.

2. Click on the Teaching tab to view your classes. Use the arrows to navigate to another term.

   Note: If you do not see your class(es) listed, please contact your departmental scheduler.

3. Click on the Grade Rosters icon.

Changing a Grade

1. Select Final Grade from the Grade Roster Type dropdown.

2. Click the Request Grade Change button.

3. Enter the new grade(s) in the Official Grade field.

4. Click the Comment link to enter comments, as needed.

5. Click the Submit button. The grade change immediately posts to the students’ record.