

HOW TO CHANGE A GRADE

in Faculty Center

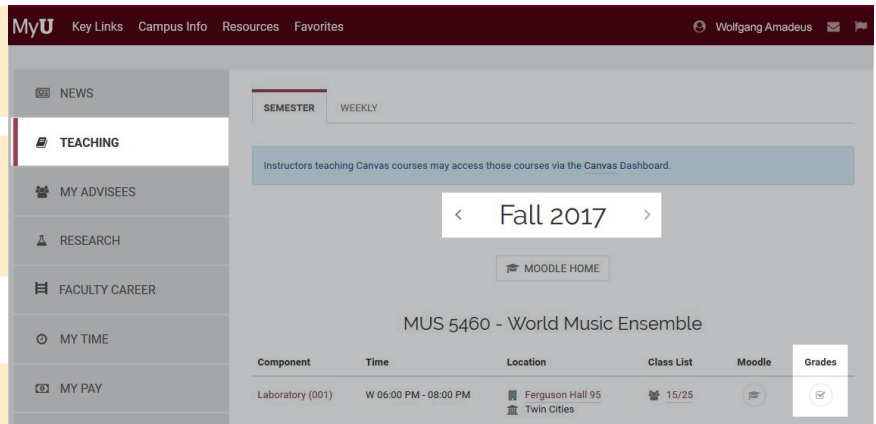
Accessing PeopleSoft Final Grade Roster

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.

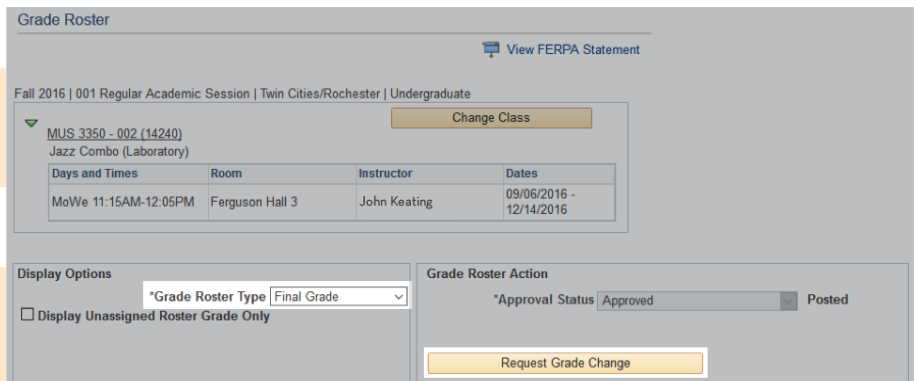
3. Click on the **Grades** icon.



Changing a Grade

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

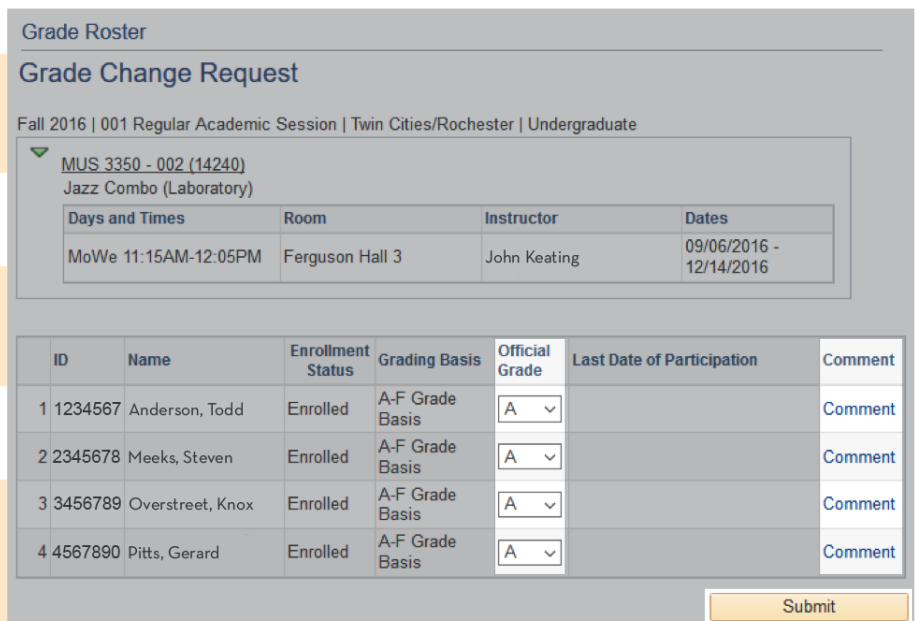
2. Click the **Request Grade Change** button.



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.



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