Grade Changes

1. Log in to www.myu.umn.edu with your University Internet ID and password
2. Select Key Links & Faculty Center
3. Select the if necessary and select the correct term for the grade change
4. Select the grade roster icon for the class from Faculty Center my schedule
5. Final Grade rosters must be in Posted status before grade changes can occur. Grades post every evening for a number of weeks after the term.
6. Call the Office of the Register 726-8887 for same day assistance; if you set the grade roster to approved status and then remember that you need to make a grade adjustment
7. Select Request Grade Change enter the correct grade
8. Select the Comment link and choose the appropriate reason. Be careful of FERPA student rights to review all academic records if you select Other and use the Comment box:
   - Error in Initial Grade Entry
   - Initial Grade Entry (use when updating “NR” grade symbols)
   - Late Coursework Submitted
   - Made Up or Completed I, K, or X (UMD currently does not have K grades)
   - Late Coursework Submitted
   - Other (see Other Comments)
   - Student Changed Grading Basis
   - Student’s Work Re-evaluated
9. Select OK. Select the Submit. You will see the roster indicate that the change has been Saved.
Troubleshooting:

fall 2015 –

After selecting the button, some but not all faculty are receiving a message of “There are no records to process (914600, 687)”. This is an error and has been reported to the UMN Developer Team.

What to Do next:
1. Use the Return to Grade Roster link

2. Verify that your grade changes are indeed made and official on the roster

If your grade changes were an “NR” to a real grade it would look like this:

![Image of grade roster showing NR changed to A]