

# HOW TO CHANGE A GRADE

## in Faculty Center

TRAINING & SUPPORT TEAM  
Academic Support Resources

UNIVERSITY OF MINNESOTA

### Accessing PeopleSoft Faculty Center

Log in to [MyU.umn.edu](https://myu.umn.edu) with your Internet ID and password.

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

To get to the Faculty Center, click on the **Grade Rosters** link by a course.

The screenshot displays the MyU Faculty Center interface. At the top, there is a search bar and navigation tabs for 'MyU', 'Key Links', 'Recommended', 'Favorites', and 'My Interests'. A sidebar on the left contains a menu with options: 'Announcements', 'Teaching' (highlighted), 'My Advisees', 'Research', 'My Time', 'My Pay', 'My Benefits', 'Manager Info', 'Purchasing', and 'My Info'. The main content area shows a 'Welcome to MyU' message and a 'Semester' dropdown set to 'Weekly'. Below this is a 'Schedule By Term' section with a 'Fall 2014' dropdown. A list of courses is displayed, including CMB 5594, CMB 8394, CMB 8560, VMED 5210, and VMED 5295. Each course entry includes links for 'Grade Rosters', 'Bookstore', 'Library', 'Class List', 'Add Class URL', and 'Moodle'. At the bottom, there are 'Notifications' and 'Dismissed' buttons.

CG-FC-12.7.15-SH

1. Select Final Grade from the **Grade Roster Type** dropdown.
2. Click the **Request Grade Change** link, which appears below the **Approval Status** drop-down.

**HIST 3417 - 001 (20605)** [change class](#)

Food in History (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 8:15AM-9:30AM	TBA	David Clayton	09/02/2014 - 12/10/2014

Display Options: **\*Grade Roster Type** Final Grade  Display Unassigned Roster Grade Only

Grade Roster Action: \*Approval Status Approved  [Request Grade Change](#)

ID	Name	Roster Grade	Official Grade	Grading Basis	Last Date of Participation	Program and Plan	Level
1 5107683	<a href="#">Doremi,John</a>	B	B	A-F		Coll of Continuing Education - Non Degree	Non-d
2 5107688	<a href="#">Guy,Knute Oscar</a>	C	C	A-F		College of Liberal Arts - Anthropology/Undeclared	Fresh
3 5107687	<a href="#">Newman,Ned</a>	B	B	A-F		Col of Food, Agr & Nat Res Sci -	Fresh

3. The **Official Grade** field is now available in a drop-down. Enter the new grade.

David Clayton

Faculty Center | Advisor Center | Search | Learning Management

my schedule | class roster | grade roster

### Grade Roster

### Grade Change Request

Fall 2014 | 001 Regular Academic Session | Univ of Minnesota, Twin Cities | Undergraduate

**HIST 3417 - 001 (20605)**

Food in History (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 8:15AM-9:30AM	TBA	David Clayton	09/02/2014 - 12/10/2014

ID	Name	Enrollment Status	Grading Basis	Official Grade	Last Date of Participation	Comment
1 5107683	<a href="#">Doremi,John</a>	Enrolled	A-F Grade Basis	B		<a href="#">Comment</a>
2 5107688	<a href="#">Guy,Knute Oscar</a>	Enrolled	A-F Grade Basis	C		<a href="#">Comment</a>
3 5107687	<a href="#">Newman,Ned</a>	Enrolled	A-F Grade Basis	B		<a href="#">Comment</a>
4 5107689	<a href="#">Onlee,Summer</a>	Enrolled	A-F Grade Basis	A		<a href="#">Comment</a>
5 5107685	<a href="#">Smith,Thomas</a>	Enrolled	A-F Grade Basis	B		<a href="#">Comment</a>
6 5107691	<a href="#">Tester,Renae L</a>	Enrolled	A-F Grade Basis	A		<a href="#">Comment</a>
7 5107732	<a href="#">Watson,Sam</a>	Enrolled	A-F Grade Basis			<a href="#">Comment</a>
8 5107686	<a href="#">Wire,Barb B</a>	Enrolled	A-F Grade Basis	B		<a href="#">Comment</a>

[Return to Grade Roster](#)

4. Click the **Comment** link to enter comments, as needed.
5. When you have changed your grades, click the **Submit** button. The grade change immediately posts to the student's record.