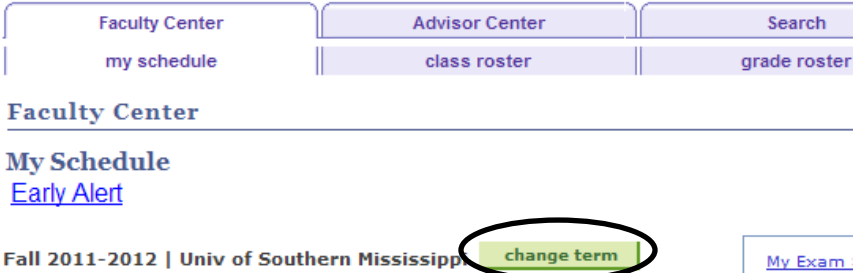
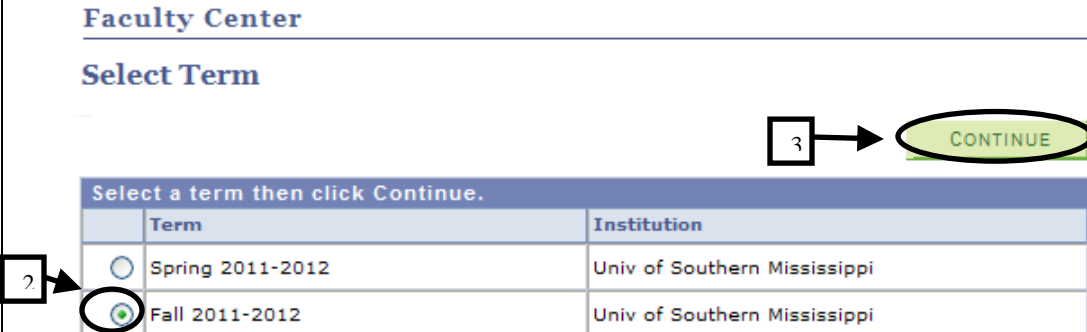



Grade Change – Instructor

Navigation: Home > Self Service > Faculty Center > My Schedule

1.	<p>Click the Change Term button.</p>  <p>Faculty Center Advisor Center Search my schedule class roster grade roster</p> <p>Faculty Center</p> <p>My Schedule Early Alert</p> <p>Fall 2011-2012 Univ of Southern Mississippi change term My Exam</p>												
2.	Click on the appropriate term.												
3.	<p>Click the Continue button.</p>  <p>Faculty Center</p> <p>Select Term</p> <p>Select a term then click Continue.</p> <table border="1"> <thead> <tr> <th></th> <th>Term</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>Spring 2011-2012</td> <td>Univ of Southern Mississippi</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>Fall 2011-2012</td> <td>Univ of Southern Mississippi</td> </tr> </tbody> </table> <p>CONTINUE</p>		Term	Institution	<input type="radio"/>	Spring 2011-2012	Univ of Southern Mississippi	<input checked="" type="radio"/>	Fall 2011-2012	Univ of Southern Mississippi			
	Term	Institution											
<input type="radio"/>	Spring 2011-2012	Univ of Southern Mississippi											
<input checked="" type="radio"/>	Fall 2011-2012	Univ of Southern Mississippi											
4.	<p>Click on the Grade Roster icon for the class the student took.</p>  <p>My Teaching Schedule > Fall 2010-2011 > U</p> <table border="1"> <thead> <tr> <th></th> <th>Class</th> <th>Class Title</th> <th>En</th> </tr> </thead> <tbody> <tr> <td></td> <td>MGT 300-H001 (5434)</td> <td>Mgt For Org (Lecture) 97</td> <td></td> </tr> <tr> <td></td> <td>MGT 300-H004 (8012)</td> <td>Mgt For Org (Lecture) 59</td> <td></td> </tr> </tbody> </table>		Class	Class Title	En		MGT 300-H001 (5434)	Mgt For Org (Lecture) 97			MGT 300-H004 (8012)	Mgt For Org (Lecture) 59	
	Class	Class Title	En										
	MGT 300-H001 (5434)	Mgt For Org (Lecture) 97											
	MGT 300-H004 (8012)	Mgt For Org (Lecture) 59											
5.	Choose the Final Grade roster from the dropdown.												

6. Click the [Request Grade Change](#) link.

▼ **MGT 455 - H001 (21380)** change class
 Organization Theory (Lecture)

Days and Times	Room	Instructor	Dates
We 6:30PM-9:15PM	JGH 217		08/18/2010 - 12/10/2010

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

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

7. Click the [Change Grade](#) link for the appropriate student.

ID	Name	Enrollment Status	Grading Basis	Official Grade	Change Grade
1 700132		Enrolled	Graded		Change Grade
2 453751		Enrolled	Graded		Change Grade
3 551736		Enrolled	Graded		Change Grade

8. **NOTE:** A new window will appear, so turn OFF your pop-up blocker.

9. Enter the correct grade.

USM Grade Change

Student ID: **700132** Enrollment R:
 Subject Area: **MGT** Gradin:
 Catalog Nbr: **455** Grade Chan:
 Class Section: **H001** Enrollment Pr:
 Official Grade: **B** Grade Change Rea:
 *Grade Input: **A** *Instructo:
 Chair Approval Req Comment:

10. Click the appropriate reason for the grade change.

Grade Change Reason: Completed Work Improper Withdrawal Miscalculation Other: Explain Below

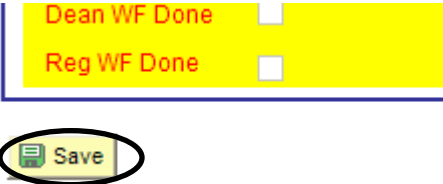
11. Click the **checkbox** for chair approval.

12. A justification for grade change **MUST** be entered.

Official Grade: **B**
 *Grade Input: **A**
 Chair Approval Req

Grade Change Reason: Completed Work In

*Instructor Comments: **Justification required here.**

13.	<p>Click the Save button.</p> 
14.	<p>Click the OK button.</p> 