

Changing Grades for Students through the Faculty Center

Important: Make sure pop-up blockers are disabled (turned off) for your browser. If not, your grade change will be delayed an additional 24 hours and the Registrar's Office will be unable to view or confirm whether or not the grade change submitted successfully during this 24 hour time period.

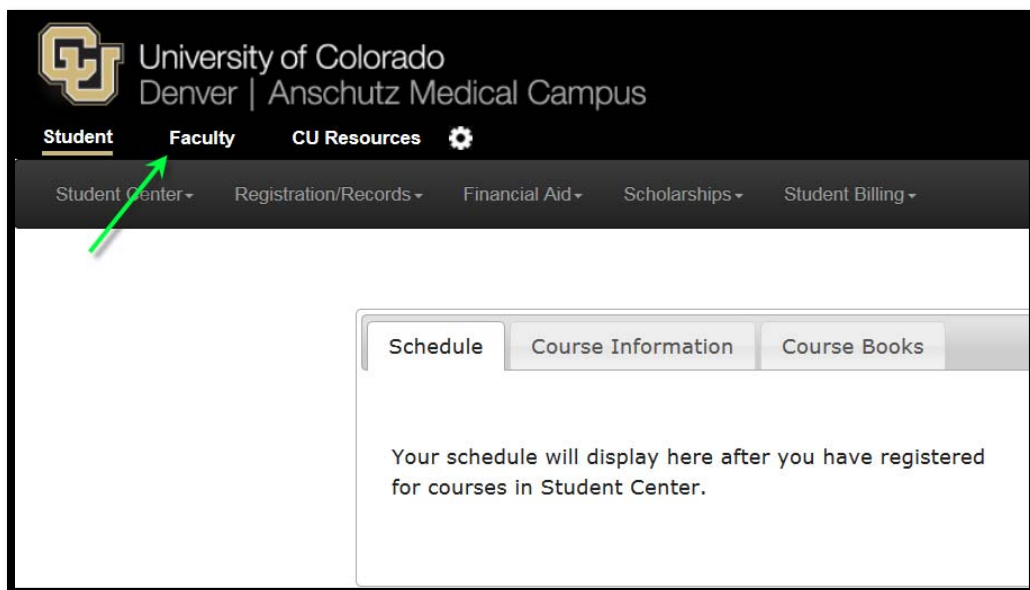
To disable pop-up blockers, go to: [How to disable your browser's popup blockers](#)

As an **Instructor**:

Grades are entered once the term is complete (or session, for reduced session classes). Once a grade roster has been approved and posted, the grade roster as a whole, cannot be changed. However, new system functionality allows instructors to **change grades for individual students** through their portal.

Log into the portal and navigate to the grade roster for the class you wish to change.

Navigate to the faculty center in UCD Access:



University of Colorado
Denver | Anschutz Medical Campus

Student **Faculty** CU Resources

Faculty Activities
 Locate a faculty member by viewing his or her class schedule.
 View your own class schedule on a class-by-class or weekly basis.
 Browse CU's course catalog.
 See which students are enrolled in your class.
 View releasable FERPA information for a student.

Faculty Center

Select the correct term using the "change term" button:

Faculty Center

My Schedule

[change term](#)

Use the radio buttons to make a selection and press "continue":

Faculty Center

Select Term [View FERPA Statement](#)

[CONTINUE](#)

Select a term then select Continue.

	Term	Institution
<input type="radio"/>	Fall 2016	CU Denver
<input checked="" type="radio"/>	Spring 2016	CU Denver
<input type="radio"/>	Fall 2015	CU Denver
<input type="radio"/>	Spring 2015	CU Denver
<input type="radio"/>	Fall 2014	CU Denver
<input type="radio"/>	Spring 2014	CU Denver
<input type="radio"/>	Fall 2013	CU Denver
<input type="radio"/>	Summer 2013	CU Denver
<input type="radio"/>	Spring 2013	CU Denver
<input type="radio"/>	Fall 2012	CU Denver
<input type="radio"/>	Spring 2012	CU Denver
<input type="radio"/>	Fall 2011	CU Denver
<input type="radio"/>	Spring 2011	CU Denver
<input type="radio"/>	Fall 2010	CU Denver

[CONTINUE](#)

Select "Grade Roster":

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
			30	MoWe 9:30AM - 10:45AM		Jan 19, 2016- May 14, 2016

Select "Request Grade Change":

Instructor Grade Access: Post Grades

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

Grade Roster Action:
*Approval Status: Approved **Posted**
(To change the Approval Status, select from the drop down and press Save)
[Request Grade Change](#)

You will need to select the term and class from the list:

Request Seq Nbr: 99999

This is your online form to submit a grade change or enter a late grade.

*Please enter the Institution: CU Denver

*Please select from the following term: Spring 2016 UC Denver

*Please select from the following class: [dropdown] list:

Please select student(s) to change or enter a late grade

Select All Deselect All Only show Selected Reload Roster Hide Graded Rows

Select	Empl ID	Name	Official Grade	*Grade Input	Comment	Status	Date Submitted
1	<input type="checkbox"/>						

Once you have entered a class, you will see a drop down list of students and official grades:

University of Colorado Denver | Anschutz Medical Campus

Home | Worklist | Sign out

User: LINN000039 on Database: IEPTST

Request Seq Nbr: 99999

This is your online form to submit a grade change or enter a late grade.

*Please enter the Institution: CU Denver

*Please select from the following term: Spring 2016 UC Denver

*Please select from the following class: [dropdown] list:

Please select student(s) to change or enter a late grade

Select All Deselect All Only show Selected Reload Roster Hide Graded Rows

Select	Empl ID	Name	Official Grade	*Grade Input	Status	Date Submitted	Action Date	User ID
1	<input type="checkbox"/>		B	B		12/20/2016		
2	<input type="checkbox"/>		C	C		12/20/2016		
3	<input type="checkbox"/>		A	A		12/20/2016		

Select the grade you wish to change and use the drop down to change the grade:

This is your online form to submit a grade change or enter a late grade.

*Please enter the Institution: CU Denver

*Please select from the following term: Spring 2016 UC Denver

*Please select from the following class list:

Please select student(s) to change or enter a late grade

Select All Deselect All Only show Selected Reload Roster Hide Graded Rows

Select	Empl ID	Name	Official Grade	*Grade Input	Status	Date Submitted	Action Date	User ID
<input type="checkbox"/>	1		B	B		12/20/2016		

Once you select the grades and press "Save", the page will look like this:

This is your online form to submit a grade change or enter a late grade.

Please enter the Institution: CU Denver

Please select from the following term: Spring 2016 UC Denver

Please select from the following class list:

Please select student(s) to change or enter a late grade

Select All Deselect All Only show Selected Reload Roster Hide Graded Rows

Select	Empl ID	Name	Official Grade	Grade Input	Status	Date Submitted	Action Date	User ID
<input checked="" type="checkbox"/>	1		B	A	In Review	12/20/2016		

Save Notify Add Update

A pop up will appear, click "Submit" to submit the change:

Form

Seq #: 594

Denver - CLASU

*Subject: CUDEN ,2161

Priority: 3-Standard

Status: Initial

Request ID: 667

Due Date:

Preview Approval Submit

Students for grade change

More Information:
Message Catalog: 25000 Msg: 7

Save

Return to Search Notify