

Changing Grades Electronically

Important Note: You can only submit grade changes if you have 'Approve' grade submission capabilities. Some instructors only have 'Grade' capabilities; this does not allow grade changes. If grading access needs to be adjusted, contact your departmental timetable representative.

Step	Action						
1	Using your internet browser, log in to My UW Madison (http://my.wisc.edu)						
2	Click [Teaching] tab						
3	Click [Faculty Center] link						
4	Are you in the correct term? <table border="1" data-bbox="272 520 1169 758"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>YES</td> <td>Continue to Step 5</td> </tr> <tr> <td>NO</td> <td>a. Click green [change term] button b. Select desired term c. Click green [CONTINUE] button d. Continue to Step 5</td> </tr> </tbody> </table>	If...	Then...	YES	Continue to Step 5	NO	a. Click green [change term] button b. Select desired term c. Click green [CONTINUE] button d. Continue to Step 5
If...	Then...						
YES	Continue to Step 5						
NO	a. Click green [change term] button b. Select desired term c. Click green [CONTINUE] button d. Continue to Step 5						
5	For the student whose grade needs to be changed, click on the appropriate grade roster icon in which the student was enrolled. A course can have one to three possible types of grade rosters: <input type="checkbox"/> Posted Grade Roster (by grading section) <input type="checkbox"/> XL-MW Grade Roster <input type="checkbox"/> Packaged Grade Roster						
6	In the grade roster, a. Locate correct student b. Click green [REQUEST GRADE CHANGE] button (on far right of grade roster)						
7	In the Grade Change Request page, complete the following fields: a. Change Grade To = New Grade for Student <i>Tip: For a list of valid grades, click [magnifying glass] button, click [Look Up], and then click grade.</i> b. Reason for Change = appropriate selection from drop down list c. Enter Date Completed <i>Warning: If the student is expected to graduate in the term the course was taken, it is vital that the 'date completed' is BEFORE the last day of that term.</i> d. Click [Submit to Academic Dean's Office] button <i>Note: The Dean's Office and Office of the Registrar will each review and process the grade change. The grade change should appear on the student's record in 3 to 5 business days.</i> e. Click blue [Return] button						
8	Sign out and close the internet browser window.						

Terminology

Term	Definition
term	same as semester
XL-MW Grade Roster	aggregate grade roster that combines the grade rosters of like combined sections into a single grade roster
Packaged Grade Roster	grade roster that combines all individual discussion and/or lab grade rosters of an associated lecture into a single grade roster