FACULTY ONLINE GRADE CHANGE INSTRUCTIONS

On-line grade changes can only be made up to the end of the seventh week following the term the grade was originally assigned. All other grade changes require individual Grade Change forms, one for each student, through the Office of the Registrar.

For On-Line Grade Changes:
Login to your Cal Poly Portal and your Faculty Center:

Select Change Term if necessary.

Select the Term in which a grade is to be changed and select Continue.

Select Show all Classes to view your courses during the term chosen.

Select the Grade Roster icon beside the roster you want to open.

Select Request Grade Change link.

You will be taken to a screen where you will then be able to change the student’s grade.

Identify the Student / Grade being changed.

Select the New Grade from the drop down list and enter the “Date Work Completed” and select Submit.

(Please note that this should be the date that the student completed all necessary coursework requirements. This date is important for the students Degree processing.)

A Success message will appear after the system successfully processes the Grade Change.

REMARKER: You must remember to update the Incomplete Contract by clicking on the Update link.

Verify Grade Changes for accuracy by selecting Return to Grade Roster link.

When closing out of your sessions in the Faculty Center and the Portal, please do not use the X in the upper, right-hand corner, instead use the Sign out or Logout functions.

Close this window by clicking on Sign out in the upper, right-hand corner.

To exit the Faculty Center, select Logout, in the top, right-hand corner.

To leave the Portal, select Logout, in the top, right-hand corner.

If you have questions or need additional assistance, please contact the Office of the Registrar, by telephone (805) 756-2532 or via email at records@calpoly.edu.

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