

Faculty Online Grade Change Instructions

On-line grade changes can only be made up until 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. (Please note for Unit changes only faculty will need to fill out a hard copy Grade Change form for the student.)

- ❖ Note: Students EMPL ID Numbers and Names have been blurred for confidentiality purposes. Names will appear on your grade rosters.

For On-line Grade Changes:
Login to the Cal Poly Portal and your Faculty Center
Select Change Term if necessary

Faculty Center my schedule	Advisor Center class roster	Search for Classes grade roster
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Faculty Center

My Schedule

Fall Quarter 2016 | Cal Poly

[change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management Class Permissions

My Teaching Schedule > Fall Quarter 2016 > Cal Poly

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	BRAE 237-01 (1230)	Intro to Engineering Surveying (Lecture)	30	We 12:10PM - 1:00PM	AG Engineering 122	Sep 22, 2016- Dec 9, 2016
	BRAE 237-02 (2641)	Intro to Engineering Surveying (Laboratory)	30	We 1:10PM - 4:00PM	AG Engineering 122	Sep 22, 2016- Dec 9, 2016
	BRAE 247-70 (4775)	Forest Surveying (Lecture)	9	Fr 12:10PM - 1:00PM	AG Engineering 122	Sep 22, 2016- Dec 9, 2016
	BRAE 247-71 (4776)	Forest Surveying (Laboratory)	9	Fr 1:10PM - 4:00PM	AG Engineering 122	Sep 22, 2016- Dec 9, 2016
	NR 247-70 (4933)	Forest Surveying (Lecture)	9	Fr 12:10PM - 1:00PM	AG Engineering 122	Sep 22, 2016- Dec 9, 2016
	NR 247-71 (4934)	Forest Surveying (Laboratory)	9	Fr 1:10PM - 4:00PM	AG Engineering 122	Sep 22, 2016- Dec 9, 2016
	NR 290-01 (3466)	Intercollegiate Forestry Activ (Laboratory)	63	TBA	TBA	Sep 22, 2016- Dec 9, 2016

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[Go to top](#)

[Faculty Center](#) [Advisor Center](#) [Search For Classes](#)

[My Schedule](#) [Class Roster](#) [Grade Roster](#)

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

Faculty Center my schedule	Advisor Center class roster	Search for Classes grade roster
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Faculty Center

Select Term



[View FERPA Statement](#)

CONTINUE

Select a term then select Continue.

	Term	Institution
<input type="radio"/>	Fall Quarter 2017	Cal Poly
<input type="radio"/>	Spring Quarter 2017	Cal Poly
<input checked="" type="radio"/>	Winter Quarter 2017	Cal Poly
<input type="radio"/>	Fall Quarter 2016	Cal Poly
<input type="radio"/>	Spring Quarter 2016	Cal Poly
<input type="radio"/>	Winter Quarter 2016	Cal Poly
<input type="radio"/>	Fall Quarter 2015	Cal Poly
<input type="radio"/>	Spring Quarter 2015	Cal Poly
<input type="radio"/>	Winter Quarter 2015	Cal Poly

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.

Faculty Center

My Schedule

Winter Quarter 2017 | Cal Poly

[change term](#)

Select display option:



Show All Classes



Show Enrolled Classes Only

Icon Legend:



Class Roster



Grade Roster



Learning Management



Class Permissions

My Teaching Schedule > Winter Quarter 2017 > Cal Poly

View All							First	1-6 of 6	Last
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates			
	BRAE 237-03 (8457)	Intro to Engineering Surveying (Lecture)	33	Mo 12:10PM - 1:00PM	AG Engineering 122	Jan 9, 2017 - Mar 17, 2017			
	BRAE 237-04 (8458)	Intro to Engineering Surveying (Laboratory)	33	Mo 1:10PM - 4:00PM	AG Engineering 122	Jan 9, 2017 - Mar 17, 2017			
	NR 315-01 (3761)	Measurmnts/Samplng:Forest Env (Lecture)	17	MoWe 4:10PM - 5:00PM	AG Engineering 122	Jan 9, 2017 - Mar 17, 2017			
	NR 315-02 (3762)	Measurmnts/Samplng:Forest Env (Laboratory)	17	TuTh 12:10PM - 3:00PM	Agricultural Science 105	Jan 9, 2017 - Mar 17, 2017			
	NR 414-01 (3572)	Sustainable Forest Management (Lecture)	37	TuTh 3:10PM - 4:30PM	Engineering West 0133	Jan 9, 2017 - Mar 17, 2017			
	NR 414-02 (4119)	Sustainable Forest Management (Laboratory)	24	We 12:10PM - 3:00PM	Baker Center Sci & Math 0230	Jan 9, 2017 - Mar 17, 2017			

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[Go to top](#)

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[My Schedule](#) [Class Roster](#) [Grade Roster](#)

Select Request a Grade Change

▼ NR 315 - 01 (3761) change class

Measurements and Sampling in Forested Environments (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 4:10PM-5:00PM	AG Engineering 122	Samuel...	01/09/2017 - 03/17/2017

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

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

Student Grade ☰

ID	Name	Roster Grade	Official Grade	Academic Career	Incomplete Contract	Date Work Completed	Status
1	[blurred]	C-	C-	Undergraduate			Posted
2	[blurred]	D	D	Undergraduate			Posted
3	[blurred]	I	B	Undergraduate	View	04/05/2017	Posted
4	[blurred]	B	B	Undergraduate			Posted
5	[blurred]	D	D	Undergraduate			Posted
6	[blurred]	B+	B+	Undergraduate			Posted
7	[blurred]	C	C	Undergraduate			Posted
8	[blurred]	I	I	Undergraduate	Update		Posted
9	[blurred]	B	B	Undergraduate			Posted

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

Identify the **Student / Grade** being changed.

Grade Roster

Grade Change Request

Winter Quarter 2017 | Regular Academic Session | Cal Poly | Undergraduate

▼ NR 315 - 01 (3761)

Measurements and Sampling in Forested Environments (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 4:10PM-5:00PM	AG Engineering 122		01/09/2017 - 03/17/2017

ID	Name	Enrollment Status	Grading Basis	Official Grade	Incomplete Contract	Date Work Completed
1		Enrolled	Graded	C- ▼		
2		Enrolled	Graded	D ▼		
3		Enrolled	Graded	B ▼	View	04/05/2017
4		Enrolled	Graded	B ▼		
5		Enrolled	Graded	D ▼		
6		Enrolled	Graded	B+ ▼		
7		Enrolled	Graded	C ▼		
8		Enrolled	Graded	I ▼	Update	
9		Enrolled	Graded	B ▼		

Select the New Grade from the drop down list and enter the Date Work Completed. (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.)

Select Submit

Grade Roster

Grade Change Request

Winter Quarter 2017 | Regular Academic Session | Cal Poly | Undergraduate

▼ **NR 315 - 01 (3761)**
 Measurements and Sampling in Forested Environments (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 4:10PM-5:00PM	AG Engineering 122	[Redacted]	01/09/2017 - 03/17/2017

ID	Name	Enrollment Status	Grading Basis	Official Grade	Incomplete Contract	Date Work Completed
1	[Redacted]	Enrolled	Graded	C-		
2	[Redacted]	Enrolled	Graded	D		
3	[Redacted]	Enrolled	Graded	B	View	04/05/2017
4	[Redacted]	Enrolled	Graded	B		
5	[Redacted]	Enrolled	Graded	D		
6	[Redacted]	Enrolled	Graded	B+		
7	[Redacted]	Enrolled	Graded	C		
8	[Redacted]	Enrolled	Graded	B	Update	05/05/2017
9	[Redacted]	Enrolled	Graded	B		
10	[Redacted]	Enrolled	Graded	B	View	04/05/2017
11	[Redacted]	Enrolled	Graded	B		
12	[Redacted]	Enrolled	Graded	W		
13	[Redacted]	Enrolled	Graded	B		
14	[Redacted]	Enrolled	Graded	A	Update	05/14/2017
15	[Redacted]	Enrolled	Graded	C		
16	[Redacted]	Enrolled	Graded	D		
17	[Redacted]	Enrolled	Graded	C		

[Return to Grade Roster](#)

SUBMIT

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

REMINDER: You must remember to update the Incomplete Contract by clicking on the [Update](#) link.

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

Grade Roster

Grade Change Request

Winter Quarter 2017 | Regular Academic Session | Cal Poly | Undergraduate

▼ NR 315 - 01 (3761)

Measurements and Sampling in Forested Environments (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 4:10PM-5:00PM	AG Engineering 122	[REDACTED]	01/09/2017 - 03/17/2017

ID	Name	Enrollment Status	Grading Basis	Official Grade	Incomplete Contract	Date Work Completed	
1	[REDACTED]	Enrolled	Graded	C-			
2	[REDACTED]	Enrolled	Graded	D			
3	[REDACTED]	Enrolled	Graded	B	View	04/05/2017	
4	[REDACTED]	Enrolled	Graded	B			
5	[REDACTED]	Enrolled	Graded	D			
6	[REDACTED]	Enrolled	Graded	B+			
7	[REDACTED]	Enrolled	Graded	C			
8	[REDACTED]	Enrolled	Graded	B	Update	05/05/2017	Success
9	[REDACTED]	Enrolled	Graded	B			
10	[REDACTED]	Enrolled	Graded	B	View	04/05/2017	
11	[REDACTED]	Enrolled	Graded	B			
12	[REDACTED]	Enrolled	Graded	W			
13	[REDACTED]	Enrolled	Graded	B			
14	[REDACTED]	Enrolled	Graded	A	Update	05/14/2017	
15	[REDACTED]	Enrolled	Graded	C			
16	[REDACTED]	Enrolled	Graded	D			
17	[REDACTED]	Enrolled	Graded	C			

[Return to Grade Roster](#)

SUBMIT

[Faculty Center](#) [Advisor Center](#) [Search For Classes](#)

[My Schedule](#) [Class Roster](#) [Grade Roster](#)

Here you can see the Grade Change reflected on the Grade Roster.

NOTE: The IMPORT GRADES button will display on the grade roster but is only active during grade submittal for a term.

Winter Quarter 2017 | Regular Academic Session | Cal Poly | Undergraduate

▼ **NR 315 - 01 (3761)** change class

Measurements and Sampling in Forested Environments (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 4:10PM-5:00PM	AG Engineering 122	XXXXXXXXXX	01/09/2017 - 03/17/2017

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Approved **Posted**

[Request Grade Change](#)

Student Grade [...]

ID	Name	Roster Grade	Official Grade	Academic Career	Incomplete Contract	Date Work Completed	Status
1	XXXXXXXXXX	C-	C-	Undergraduate			Posted
2	XXXXXXXXXX	D	D	Undergraduate			Posted
3	XXXXXXXXXX	I	B	Undergraduate	View	04/05/2017	Posted
4	XXXXXXXXXX	B	B	Undergraduate			Posted
5	XXXXXXXXXX	D	D	Undergraduate			Posted
6	XXXXXXXXXX	B+	B+	Undergraduate			Posted
7	XXXXXXXXXX	C	C	Undergraduate			Posted
8	XXXXXXXXXX	I	B	Undergraduate	Update	04/05/2017	Posted
9	XXXXXXXXXX	B	B	Undergraduate			Posted
10	XXXXXXXXXX	I	B	Undergraduate	View	04/05/2017	Posted
11	XXXXXXXXXX	B	B	Undergraduate			Posted
12	XXXXXXXXXX		W	Undergraduate			Graded
13	XXXXXXXXXX	B	B	Undergraduate			Posted
14	XXXXXXXXXX	I	A	Undergraduate	Update	05/14/2017	Posted
15	XXXXXXXXXX	C	C	Undergraduate			Posted
16	XXXXXXXXXX	D	D	Undergraduate			Posted
17	XXXXXXXXXX	C	C	Undergraduate			Posted

View All | [Download](#) [K] [K] Rows 1 - 17 of 17 [>>] [<<]

IMPORT GRADES [Printer Friendly Version](#)