ASE and NUTR: Editing Official Grades - Faculty

ASE and NUTR faculty can edit official grades once grades have posted via the overnight process. Faculty will no longer need to complete a change of grade form to change an official grade. Change of grades will now be tracked in SIS. A report detailing change of grades will be proactively emailed to your school for review purposes.

For others using SIS to grade, once grades are Official they cannot be changed online. If changes are needed contact your registrar or Student Services.

1. After logging in, in the My Classes area, click the Grade Roster for the class to be edited.

2. At the top of the grade roster, click the edit official grades button.

If the user needs to edit an official grade that has already been posted, select the “edit official grades” button presented at the top of the screen.
3. You are presented with the following screen. A new drop down box is presented to enter a new official grade. **PLEASE NOTE** that some grades are not available to you via the grade roster. Therefore, the student who has withdrawn cannot have the grade changed to a letter grade.

**Grade Roster**

**Grade Change Request**

Spring Term 2016 | Regular Academic Session | Tufts University | ASGE Undergrad

**AMER 0012 - 01 (21050)**

Race In America (Lecture)

<table>
<thead>
<tr>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Th 4:30PM-7:15PM</td>
<td>574 Boston Avenue, Room 404</td>
<td>Jean Wu</td>
<td>01/21/2016 - 05/02/2016</td>
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<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Enrollment Status</th>
<th>Grading Basis</th>
<th>Official Grade</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td>Enrolled</td>
<td>Graded</td>
<td>A+</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Enrolled</td>
<td>Graded</td>
<td>C-</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Enrolled</td>
<td>Graded</td>
<td>A-</td>
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<tr>
<td>4</td>
<td></td>
<td>Enrolled</td>
<td>Graded</td>
<td></td>
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</table>

Return to Grade Roster

Use the drop down to change an official grade.

If a grade is not able to be changed, there will be no dropdown.

Click Submit to change the official grade.

4. Post submission, you are presented with the status of Success. **PLEASE NOTE** that the grade has been posted as official and is immediately visible to the student.
5. If you opt to return to the grade roster, the new official grade is presented and is visible to the student. That evening, reports are proactively sent to schools Registrars and some deans for review.

- Roster grades are posted as Official Grades every night (every 15 minutes for Fletcher courses).
- Grades are visible to students once they are posted as Official.
- ASE and NUTR can edit Official grades online. For others using SIS to grade, only incomplete grades can be changed online. For all other grade changes, please contact your registrar or Student Services. See the Incomplete Grades document for more help.