

**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.

Sect	Type	Max	Enr	Rosters
01	Lecture ASEU	150	141	

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

**Grade Roster**

Spring Term 2016 | Regular Academic Session | Tufts University | AS&E Undergrad

▼ **AMER 0012 - 01 (21050)** change class

Race In America (Lecture)

Days and Times	Room	Instructor	Dates
Th 4:30PM-7:15PM	574 Boston Avenue, Room 404	[REDACTED]	01/21/2016 - 05/02/2016

edit official grades

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.

[Click here for information about grading cross-registered students.](#)

	ID	Private	Name	Telephone	Section	Roster Grade	Official Grade	Grade Basis	Program and Plan	Lev
<input type="checkbox"/>	1		[REDACTED]	[REDACTED]	AMER 0012 - 01	B+	B+	GRD	College of Liberal Arts - Undecided (BA)	Fre
<input type="checkbox"/>	2		[REDACTED]	[REDACTED]	AMER 0012 - 01	C+	C+	GRD	College of Liberal Arts - English (BA)/Psychology/Clinical	Jun
<input type="checkbox"/>	3		[REDACTED]	[REDACTED]	AMER 0012 - 01	A-	A-	GRD	College of Liberal Arts - Undecided (BA)	Sop
<input type="checkbox"/>	4		[REDACTED]	[REDACTED]	AMER 0012 - 01		W	GRD	College of Liberal Arts - Community Health/Peace And Justice Studies (BA)	Ser
<input type="checkbox"/>	5		[REDACTED]	[REDACTED]	AMER 0012 - 01	▼		GRD	College of Liberal Arts - Anthropology (BA)	Sop

- 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 Therefore, the student who has withdrawn cannot have the grade changed to a letter grade.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 | AS&E Undergrad

▼ **AMER 0012 - 01 (21050)**  
 Race In America (Lecture)

Days and Times	Room	Instructor	Dates
Th 4:30PM-7:15PM	574 Boston Avenue, Room 404	[REDACTED]	01/21/2016 - 05/02/2016

ID	Name	Enrollment Status	Grading Basis	Official Grade
1 [REDACTED]	[REDACTED]	Enrolled	Graded	A+ ▼
2 [REDACTED]	[REDACTED]	Enrolled	Graded	C+ ▼
3 [REDACTED]	[REDACTED]	Enrolled	Graded	A- ▼
4 [REDACTED]	[REDACTED]	Enrolled	Graded	

[Return to Grade Roster](#)

**SUBMIT**

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.

- 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.

**Grade Roster**

#### Grade Change Request

Spring Term 2016 | Regular Academic Session | Tufts University | AS&E Undergrad

▼ **AMER 0012 - 01 (21050)**  
 Race In America (Lecture)

Days and Times	Room	Instructor	Dates
Th 4:30PM-7:15PM	574 Boston Avenue, Room 404	[REDACTED]	01/21/2016 - 05/02/2016

ID	Name	Enrollment Status	Grading Basis	Official Grade	
1 [REDACTED]	[REDACTED]	Enrolled	Graded	A+ ▼	Success
2 [REDACTED]	[REDACTED]	Enrolled	Graded	C+ ▼	
3 [REDACTED]	[REDACTED]	Enrolled	Graded	A- ▼	
4 [REDACTED]	[REDACTED]	Enrolled	Graded		

[Return to Grade Roster](#)

**SUBMIT**

- 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.

## Grade Roster

Spring Term 2016 | Regular Academic Session | Tufts University | AS&E Undergrad

▼ **AMER 0012 - 01 (21050)**

[change class](#)

Race In America (Lecture)

Days and Times	Room	Instructor
Th 4:30PM-7:15PM	574 Boston Avenue, Room 404	[REDACTED]

Post submission, the grade is posted as the official grade and is readily available on the grade roster and to the student.

[edit official grades](#)

[Click here for information about grading cross-registered students.](#)

	ID	Private	Name	Telephone	Section	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	F
<input type="checkbox"/>	1	[REDACTED]	[REDACTED]	[REDACTED]	AMER 0012 - 01	B+	A+	GRD	College of Liberal Arts - Undecided (BA)	Freshman	N
<input type="checkbox"/>	2	[REDACTED]	[REDACTED]	[REDACTED]	AMER 0012 - 01	C+	C+	GRD	College of Liberal Arts - English (BA)/Psychology/Clinical	Junior	N
<input type="checkbox"/>	3	[REDACTED]	[REDACTED]	[REDACTED]	AMER 0012 - 01	A-	A-	GRD	College of Liberal Arts - Undecided (BA)	Sophomore	N
<input type="checkbox"/>	4	[REDACTED]	[REDACTED]	[REDACTED]	AMER 0012 - 01		W	GRD	College of Liberal Arts - Community Health/Peace And Justice Studies (BA)	Senior	N

- 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.