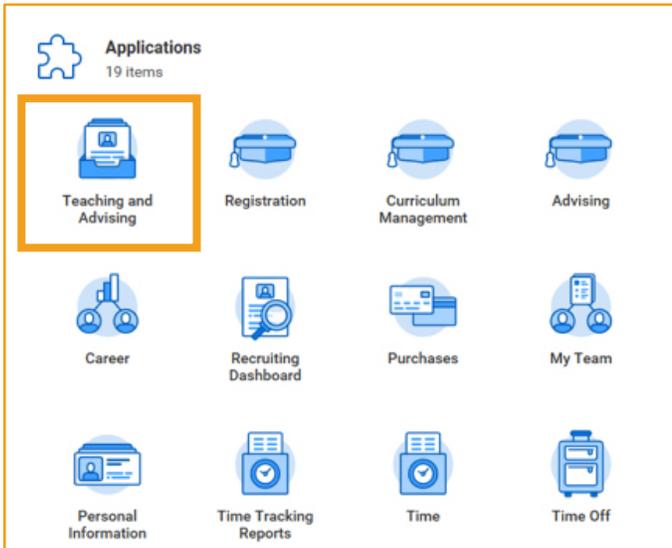


CHANGING STUDENT GRADES

Here's how to change student grades in Workday.

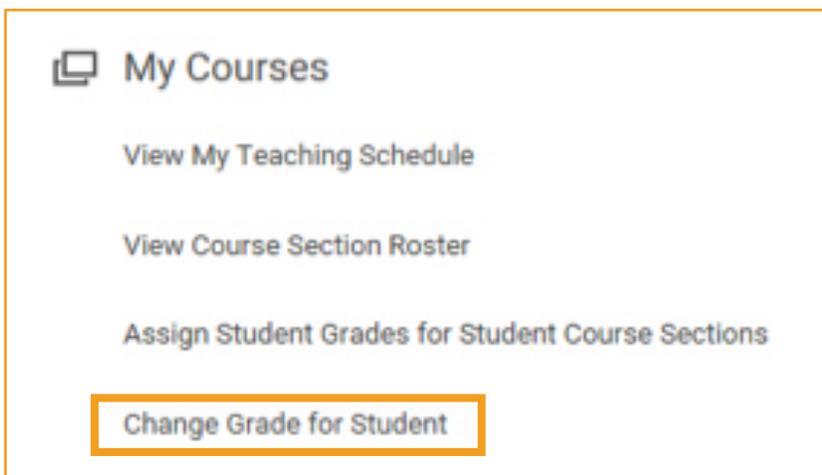
STEP 1

After logging in to Workday, select the **Teaching and Advising** icon.



STEP 2

On the next screen, select **Change Grade for Student**.



STEP 3

Next, select the relevant **Academic Period** and **Course Section**, using the drop-down menus. This will pull up a list of registered students. To proceed, simply click the button next to the name of the student whose grade you would like to change.

The screenshot shows a form with three sections: **Academic Period**, **Course Section**, and **Registration**. The **Academic Period** dropdown is set to "2019 Spring Semester (01/14/2019-05/09/2019)". The **Course Section** dropdown is set to "COM 210-001 - Effective Speaking". The **Registration** dropdown is open, showing a search bar and a list of students. An orange arrow points to the radio button next to "Harry Bentley - Bentley University/Undergraduate (BS) - 08/27/2018 - Active - COM 210 - Effective Speaking - 2019 Spring Semester (01/14/2019-05/09/2019)". A label "Select student" is positioned next to the arrow.

STEP 4

In the **Revised Grade** field, enter the student's revised grade. Then, select a reason in the **Grade Change Reason** field and click **OK**.

The screenshot shows the grade change form for "Harry Bentley - Bentley University/Undergraduate (BS) - 08/27/2018 - Active". The **Current Grade** is "C-". The **Revised Grade** field is empty. The **Grade Change Reason** dropdown is open, showing options: "Calculation Error", "Data Entry Error" (selected), and "Other". The **Revised Grade** dropdown is also open, showing a list of grades from "A" to "D+", with "B-" selected. At the bottom, there are "OK" and "Cancel" buttons.