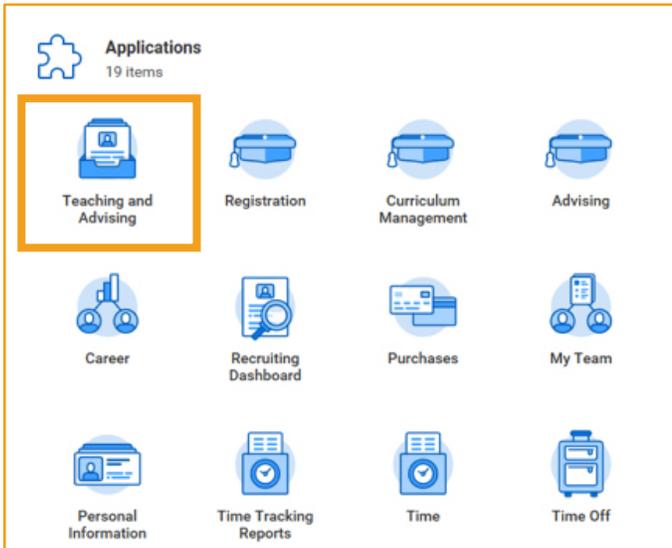# CHANGING STUDENT GRADES

Here's how to change student grades in Workday.
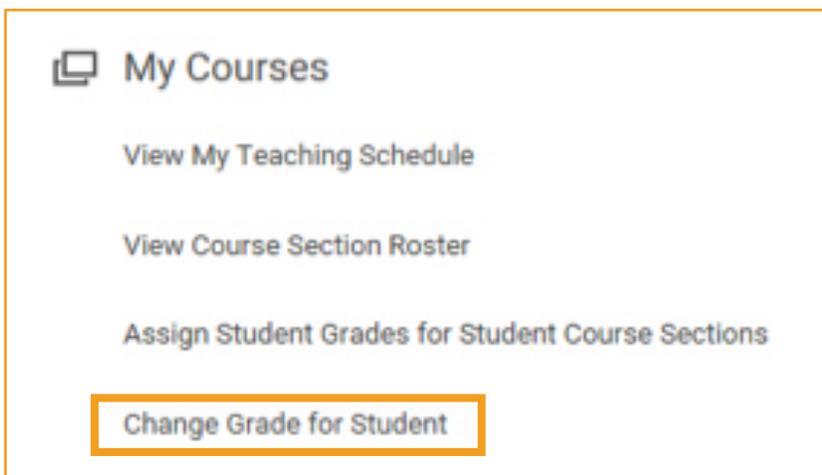
STEP 1

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.

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**.