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**.