

This quick reference guide (QRG) provides instructions on how to change a student's final grade in Workday. If the final grade has not yet been submitted, please reference the QRG Faculty: Assign Student Final Grade for more information on how to submit grades.

To change a student's final grade, complete the following steps.

CHANGE GRADE FOR STUDENT

From the Workday Home page:

1. Type and select 'Change Grade for Student' in the search bar.
2. If not automatically populated, select the appropriate **Institution** from the dropdown list.
3. Select or enter the **Academic Period by Calendar**. This will be the Academic Period the course was during.

Academic Period by Calendar *	x UACCB Fall I 2024 (08/19/2024-10/11/2024)
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4. Select the **Course Section** from the dropdown list. This could take a few moments to load.
5. Select the **Registration** or student from the dropdown list.



Note: If there are no students or the student you are searching for is not listed, confirm you submitted final grades for the course section before contacting your institution's support staff.

6. Click **OK**.
7. Select a **Revised Grade** from the dropdown list.

Revised Grade *	x B
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8. Optional – Enter a **Grade Note**.
9. Optional – If the Revised Grade is an "F" you will be given the option to enter a **Last Date of Attendance**.

Last Date of Attendance	MM/DD/YYYY	
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10. Select the **Grade Change Reason** from the dropdown list.

<input type="radio"/> Calculation Error
<input type="radio"/> Data Entry Error
<input type="radio"/> Other



Note: If "Other" is selected you will be required to enter a Comment. If any other option is selected the Comment box is optional.

11. Click **OK**.



Note: Depending on your security roles and institutional configuration this change might require approval.