## **Change Grade for Student**

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.



- 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.

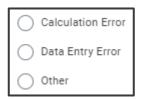
- 6. Click OK.
- 7. Select a **Revised Grade** from the dropdown list.



- 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.



10. Select the **Grade Change Reason** from the dropdown list.





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.

