Online Grade Change Process

Faculty can now make their own grade changes in Webster. You can see the original class list and grades assigned. You can change a single grade or multiple grades in a class, and it now updates the Banner system immediately. Grade change rosters are available for one year.

After one year faculty must use the prior email process in Webster.
# Step-by-Step Guide

1. **Select Term**
2. **Select CRN**
3. **Click on “Faculty Online Grade Change”**

Online grade change is available for one year. All grade rosters are available for viewing.

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**Grade Change Request** is to be used for changes prior to one year. Summer 2012 and prior.
1) **NEW GRADE:** Select the grade
2) **REASON:** You have the option of Instructor Change, or Incomplete Removed.
3) **Click “Submit” Button**
4) **Confirm**
   You are then returned to this roster, the Grade Date will have updated.

**IMPORTANT:**

**S/U GRADING**

Please note the Grade Mode: For S/U graded courses you must assign a letter grade. C- or better will convert in Banner to the S, D or lower will convert to U.