

Online Change of Grade Instructions

1. **Allow pop-ups for <http://portal.prod.cu.edu> by:** **In Firefox:** type in <about:preferences#content> hit enter then click “exceptions” button and “allow” <http://portal.prod.cu.edu>. **In Google Chrome:** type in or copy paste this link <chrome://settings/contentExceptions#popups> -> “allow” for any http(s) ending in [.prod.cu.edu](http://portal.prod.cu.edu) but specifically <http://portal.prod.cu.edu> and click “Done”. **In Internet Explorer:** click “Tools” -> go to Internet Options -> access the “privacy” tab -> under “Pop-up Blocker” click “settings” add <http://portal.prod.cu.edu> to the Allowed sites list and hit “close”.
*** (This only needs to be done one time, after you have allowed this site it will permanently be allowed)
2. Go to UCCS home page.
3. Click on the Faculty & Staff tab at top of page.
4. Under Quick Links select MyUCCS Portal and log in
5. Under the on “Faculty” tab, click on “Faculty Center”.
6. Find relevant term/year.
7. Select Grade Roster button, located beside the appropriate class.
8. In the box “Grading Information/Deadline” Click on link titled “Request Grade Change”.

Grade Roster

Spring 2016 UC Colo Springs | Main Campus Sem (Colo Springs) | CU Colorado Springs | Undergraduate

▼ **PSY 3620 - 001 (29692)** change class

Developmental Psychology (Lecture)

Days and Times	Room	Room Capacity	Instructor	Instructors Email Addresses	Dates
Th 10:50AM-1:30PM	Centennial Hall 203	290	Sandy Wurtele	SWURTELE@UCCS.EDU	01/19/2016 - 05/14/2016

Instructor Grade Access: Post Grades

Display Options:

Grade Roster Type: Final

Display Unassigned Roster Grade Only

[Grading Information/Deadline](#)

Grade Roster Action:

* Approval Status: Approved

(To change the Approval Status, select from the drop down and press Save)

[Request Grade Change](#)

9. Select appropriate institution, term and class.
10. Select student that requires grade change, alter grade, and click “save”.
11. A new window will open giving you the option to enter an explanation for the change.
12. Click “Submit” on the approval screen. This will trigger an email to the Dean’s Office to approve the grade change.
13. Click “ok” and close the window.

After the Dean’s office and the Registrar’s Office approve your grade change request, a nightly batch process runs that actually changes the grade in the database. Once the grade has been changed, the initiator, the advising department, the instructor, and the student will receive emails notifying them of the grade change.

If the change of grade request is denied by the Dean’s Office or the Registrar’s Office, you will receive an email informing you of that. If the request is submitted again, the process will start over from the beginning, just like a new request.

QUESTIONS: Contact Krista Farmer at x3360 or kfarmer@uccs.edu