Welcome to a new era!

Instructors are now able to complete grade changes online. You may complete an online grade change using the following steps:

**Step 1:** Log in to PAWS using your epanther ID and password.

**Step 2:** Select Self Service from the menu.
Step 3: Click on Faculty Center.
Step 4: If the current term (i.e. Spring 2009) is not the term in which the grade change should be completed, click on the button.

The following page appears. Using the radio button, select the appropriate term.
Step 5: Open the grade roster by clicking on the icon.

Once you click on the grade roster icon, the following grade roster page appears. Next click on the button to open the grade roster.
Step 6: Find the appropriate student(s), and then click on the **drop down arrow** in the Official Grade field for that student(s). You have the ability to change as many grades as necessary on the roster.

Once you have selected the appropriate grade the **Grade Change Reason** box will appear. You are not required to enter a Grade Change Reason, it is available for use at your discretion. It is an unlimited word capacity text box.

Click **SUBMIT** to complete the grade change.

**Note:** In order to remain in compliance with FERPA regulations, the student’s name and campus ID has been removed from this document.
Once you click the **Submit** button, a dialogue box appears with a message which details the **total number** of grade changes you have submitted for processing.

If you are finished, please **Sign out**. If you would like to continue working, click on the **RETURN** button twice to access other grade rosters or other terms.

You will receive an email notification once the grade change has been approved and posted to the student’s record or when the change has been denied and the reason for denial.