

## Change of Grade Form Instructions

Log into MyNIU.

Click on the My Forms tile.



To fill out a new form click on:

Fill out a new form

This is in the upper left hand corner.

Click the Change\_of\_Grade Form.

The only active field when you enter the form is Term.

\*Term

Use the:



To search the terms that are available to you. Select the term.

If the term you want to change a grade for is not available, please see the policy library for instructions. You will need to do this for any change of grade beyond the prior three terms.

Once you select a term the Student Z-ID field becomes active.

\*Student Z-ID

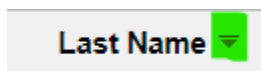
Use the:



To search for the student for whom you need to enter the change of grade form.

You may also enter the student's Z-ID, if known. **Be sure to capitalize the Z in the Z-ID.**

You can organize the student list, alphabetically by last name, using the arrow to the right of last name. Select the student.



The Class Nbr Field will become active after the student is selected.

\*Class Nbr

Use the:



To search for the class for which you need to change the grade. Select the class.

Once the class is selected the Corrected Grade Field will become active. Select the corrected grade. You will only be able to select the grade options available for that class.

\*Corrected Grade (use magnifying glass for choices)

Once the corrected grade is selected the Reason for Change Field becomes active. You can access the reasons using the drop down arrow.

\*Reason for Change

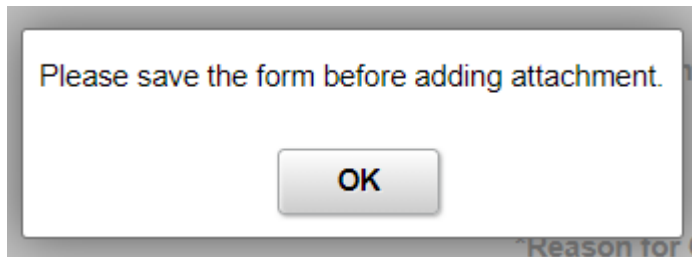
There are only two reasons for which a change of grade will be considered:

1. Error in Grade Calculation
2. Additional Work Factored in

Select the reason. You can type in the More Information textbox if you desire, it is not required. If you would prefer to add an attachment select:



You will be asked to save the form before adding the attachment, click OK:



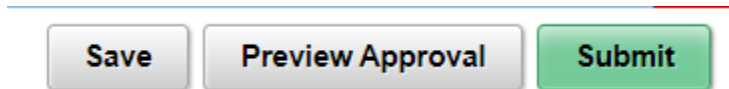
Hit Save in the upper right hand corner:



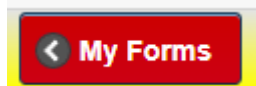
Now select Add Attachment again and upload from your device.

If you don't want to add an attachment, select save.

Once save is selected you will see the following options:



Select Submit to enter your change of grade request. To exit, select My Forms, in the upper left hand corner:



The change of grade that you just entered, will be in the queue, with the status pending. You can check the status here for all of your entered forms.