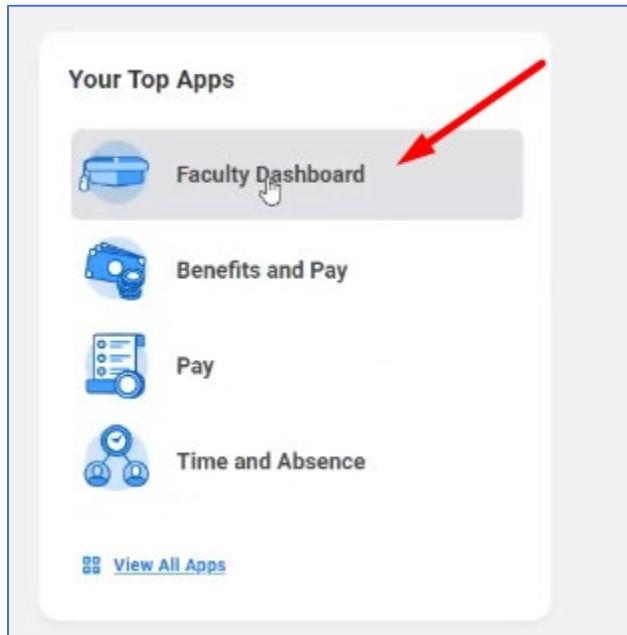


## How to Post or Change a Grade in Workday

1. Log into [Workday](#)

2. Click on the **Faculty Dashboard**

**TIP:** This may take a few moments to show your faculty course schedule.



3. If your course section is in progress, you will find it under **My Current/Upcoming Courses** and if the course section is over, you will find it under **My Prior Courses**. Scroll down the page until you locate the section where you need to post and/or change a grade.



4. Hover over the course section definition until the “twinkie” appears and then click on it.

Academic Period	Course Section Definition
Summer 2024	PROGRAMR 10152533-01 - Data Concepts C
Summer 2024	PROGRAMR 10152503-01 - Programming Concepts C 

5. Click on **Grade Roster**

PROGRAMR 10152503-01 - Programming Concepts C 

Course Section Definition 

Grade Roster

View Roster

6. Locate the student in your roster.

Assign a grade:

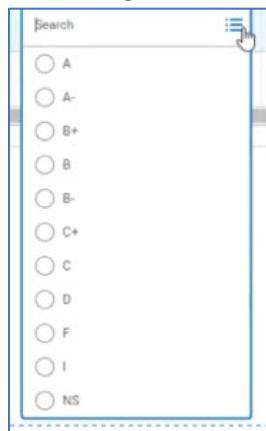
a. Find the student in your roster and click on the grade selector.

Assign Student Grades for Student Course Section

Course Section \* PROGRAMR 10152503-01 - Programming Concepts C

Student	Student ID	Final Grade	Grade Note	Last Date of Attendance	Posted	Change Grade	Revised Grade
Timberwolf, Tammy	25000096						

b. Choose a grade



c. Click on **Submit**

Course Section ★ PROGRAMR 10152503-01 - Programming Concepts C

3 items			
Student	Student ID	Final Grade	Grade
Timberwolf, Tammy	250000096	<input checked="" type="text"/> A	

**Submit**  **Save for Later** **Cancel**



d. Verify the information, check the box next to **Confirm**, then click on **OK**.

**Assign Student Grades for Student Course Section**

Course Section PROGRAMR 10152503-01 - Programming Concepts C

1 item

Student	Timberwolf, Tammy
---------	-------------------

Confirm \*  

**OK**  **Cancel**

e. Click on **Done**

**Done**

### Change a grade

a. Find the student in your roster.

b. Click the **Change Grade** check box.

Student	Student ID	Final Grade	Grade Note	Last Date of Attendance	Posted	Change Grade	F
Timberwolf, Tammy	250000096	A				<input checked="" type="checkbox"/> 	<input type="checkbox"/>

c. Choose the **Revised Grade** from the drop-down list, then choose the **Grade Change Reason**, then add a **Comment**.

Change Grade	Revised Grade	Revised Grade Due Date	Grade Note	Last Date of Attendance	Grade Change Reason	Comment
<input checked="" type="checkbox"/>	<input type="text" value="A"/> 					 

d. Click on **Submit**



e. Verify the information, check the box next to **Confirm**, then click on **OK**.

Course Section PROGRAMR 10152503-01 - Programming Concepts C

Student	Student ID	Revised Grade	Revised Grade Due Date	Grade Note	Last Date of Attendance	Grade Change Reason	Comment
Timberwolf, Tammy	250000096	A				Calculation Error	

Confirm \*

**OK** **Cancel**

f. Click **Done**

Course Section PROGRAMR 10152503-01 - Programming Concepts C

You have successfully submitted grade changes for 1 student(s).

Student	Student ID	Revised Grade	Revised Grade Due Date	Grade Note	Last Date of Attendance	Grade Change Reason	Comment
Tammy Timberwolf (250000096) - Northcentral Technical College/Post Secondary (I) - 06/01/2024 - Active	250000096	A-				Calculation Error	

**Done**