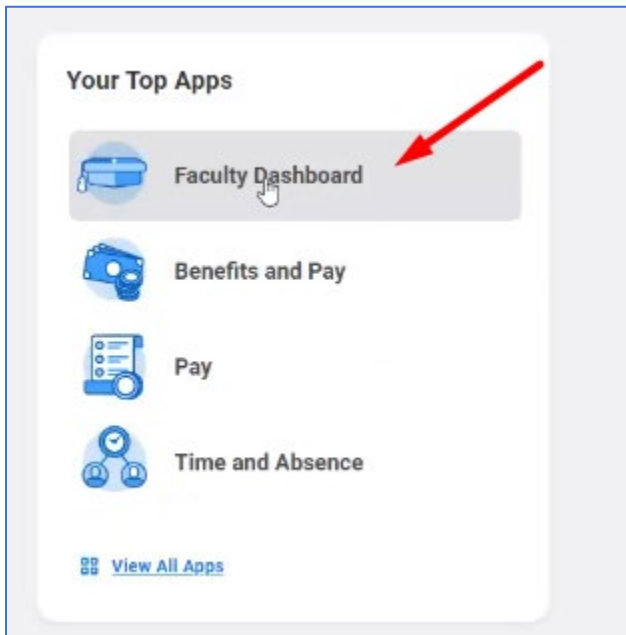


## How to Post or Change a Grade in Workday

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 “twinkle” 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 Definiti...	Grade Roster View Roster
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6. Locate the student in your roster.

Assign a grade:

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

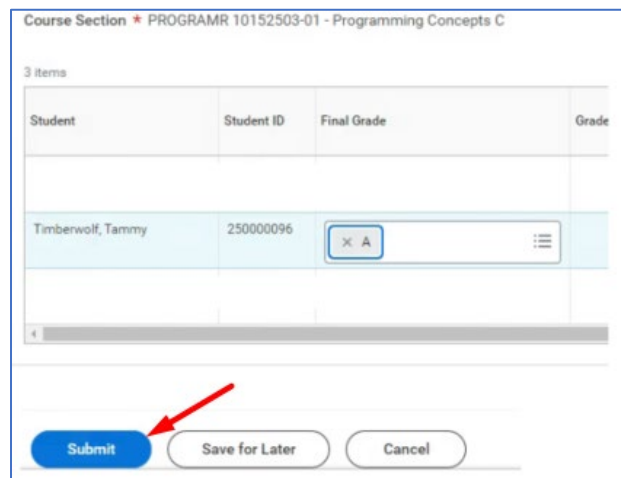
Assign Student Grades for Student Course Section								
Course Section * PROGRAMR 10152503-01 - Programming Concepts C								
3 items								
Student	Student ID	Final Grade	Grade Note	Last Date of Attendance	Posted	Change Grade	Revised Grade	
Timberwolf, Tammy	250000096					<input type="checkbox"/>		

b. Choose a grade



A screenshot of a grade selection dropdown menu. The menu is open, showing a list of grade options: A, A-, B+, B, B-, C+, C, D, F, I, and NS. Each option is preceded by a radio button. A hand cursor is visible at the top right of the dropdown, indicating it was just clicked. The dropdown is enclosed in a blue border.

c. Click on **Submit**



A screenshot of a course section page. The page title is "Course Section \* PROGRAMR 10152503-01 - Programming Concepts C". Below the title, it says "3 items". There is a table with the following columns: Student, Student ID, Final Grade, and Grade. The table has one row of data: Timberwolf, Tammy, 250000096, and a dropdown menu showing "A". Below the table, there is a "Submit" button, a "Save for Later" button, and a "Cancel" button. A red arrow points to the "Submit" button.

Student	Student ID	Final Grade	Grade
Timberwolf, Tammy	250000096	A	

- 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
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"/>				<input type="text"/>	<input type="text"/>

- 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

1 Item

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).

1 Item

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 () - 06/01/2024 - Active	250000096	A-				Calculation Error	

**Done**