Grade Change Submission

Tutorial

Log – in to GoldLink Portal

Once Logged In

- Click on Faculty Tab

Faculty Tools Tab

- Under the tools tab, in the grades section, click on the link that says "Grade Change"

Grade Change Screen

- From this screen you will be prompted to enter the term for which you want to change the grade. Enter the term and click go

Course & Student Listing

•Once you've entered the term a list of your courses should appear for you to choose from. On this example there's a course list and a list of all students

Listing of Courses

List of students

On this screen F's & W's may appear but you will not be able to click on the student names for grade changes. All changes for F's & W's will have to be signed by the Department Chair and processed via the paper form.

Course & Student Listing

- Once you've chosen the proper course from the list OR the correct student from the all student list; click on the student's name to request the change of grade.

For this example we'll be submitting a grade change for Logan Cash

Grade Change Submission Example

•Logan Cash: Click on drop down menu to select new grade

Grade Change Example Continued

• Logan Cash: Once you've selected the correct grade click ok

Submission Confirmation Screen

•Logan Cash: Once you click on ok, you should see this screen to confirm what you are about to submit. Verify the change is correct and click on confirm.
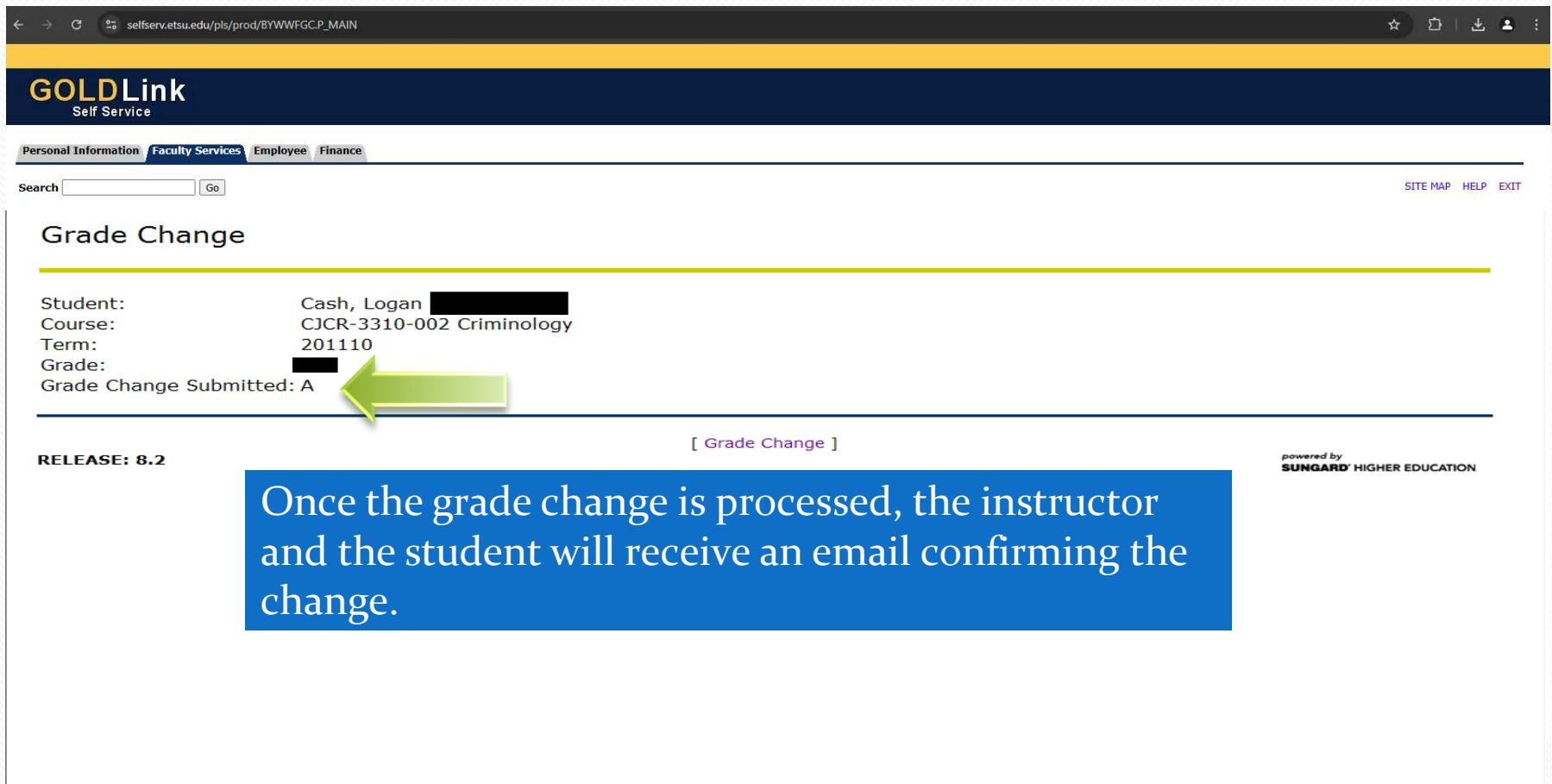

Please be aware that once you click on confirm you will not be able to make another correction to that student's grade for that particular course: you can only submit one grade change per student per course via the online tool, so be sure the student and grade change information is correct.

Submission Confirmation Cont.

•Logan Cash: Once you click confirm, you should see this screen confirming that your change has been submitted.

Once the grade change is processed, the instructor and the student will receive an email confirming the change.