1. Go to calcentral.berkeley.edu

   Sign In

2. Click on **My Academics** on the top menu bar.

3. On the right side, under Teaching, **scroll down** until you find the appropriate semester, then click to select it.

CAL CENTRAL

My Dashboard | My Academics | My Campus

2.

Monday FEB 13 | Setup | Notifications — All Notifications

My Academics

Spring 2017 Classes | Teaching

3. Fall 2016
CHEM 192
Individual Study for Advanced Undergraduates

4. Click the **Grades** link to the right of the class for which you are editing one or more grades.

Course	Class Number	Title	Section	Grading Links	Midpoint Status	Final Status
CHEM 192	11129	Individual Study for Advanced Undergraduates	IND 006	Grades	⊘	✓
CHEM H194	11031	Research for Advanced Undergraduates	IND 006	—	⊘	⊘
CHEM 196	11219	Special Laboratory Study	IND 008	Grades	⊘	✓
CHEM 197	11300	Field Study in Chemistry	FLD 006	Grades	⊘	❗

4. Grades

5. In the Grade Roster page, you'll see the Change Grades button, and below you'll see the Student Grade roster table. Click on the **Change Grades** button.

CHANGE GRADES 5.

Student Grade

		ID	Name	Roster Grade	Comments	Non-Passing Reason	Official Grade	Grading Basis	Program and Plan	Level	Graduating	Enrollment Status	Status
☐	1	26128085	Jessica Martinez	B	Enter Comments		B	GRD	Undergrad Chemistry - Chemical Biology BS	Senior		Enrolled	Posted
☐	2	24466246	Charles Anders	D	Enter Comments		D	GRD	Undergrad Chemistry - Chemical Biology BS	Senior		Enrolled	Posted
☐	3	24815572	Anthony Taylor	P	Enter Comments		P	EPN	Undergrad Chemistry - Chemical Biology BS	Senior		Enrolled	Posted
☐	4	23540167	Patricia Mendez	I	Enter Comments		I	GRD	Undergrad Chemistry - Chemical Biology BS	Senior	Yes	Enrolled	Posted
☐	5	24695014	Linda Lee	F	Enter Comments	Enter Non-Passing Reason	F	GRD	Undergrad Chemistry - Chemical Biology BS	Senior		Enrolled	Posted
☐	6	24003353	Mark Moore		Enter Comments		W	ADM	Undergrad Chemistry - Chemical Biology BS	Senior	Yes	Enrolled	Graded

Rows 1 - 6 of 6

6.	In the Grade Change Request page, click the **droplist arrow** next to the grade you wish to change; then click to select the **new grade**. *Please be mindful of the "Grading Basis" from the column next door; apply something appropriate (e.g. NP for Elective Pass/No Pass, or C+ for Standard Grading Basis).* **7.** After selecting the grade, click the **droplist arrow** next to the red box that just appeared in the "Change Reason" column; then click to select the appropriate **change reason**.	
8.	Click the **Submit** button.	SUBMIT
9.	You'll see a "Success" message appear to the right of the corrected grade.	Standard Grading Basis [C+ ▼] Correct attendance [▼] **Success**
10.	Click the **Return to Grade Roster** link at the bottom of the page. Official Grade is changed; Roster Grade will still reflect the grade as of the close of the regular grading period.	Return to Grade Roster <table><tr><td>Roster Grade</td><td>Comments</td><td>Non-Passing Reason</td><td>Official Grade</td><td>Grading Basis</td><td>Program and Plan</td><td>Level</td><td>Graduating</td><td>Enrollment Status</td><td>Status</td></tr><tr><td>F</td><td>Enter Comments</td><td>Enter Non-Passing Reason</td><td>C+</td><td>GRD</td><td>Undergrad Chemistry - Chemical Biology BS</td><td>Senior</td><td></td><td>Enrolled</td><td>Posted</td></tr></table>
11.	Click **Return to My Academics**.	⊖ Return to My Academics Students can expect to see the grade change show up in CalCentral within 2 hours.