CALCENTRAL QUICK GUIDE FOR INSTRUCTORS

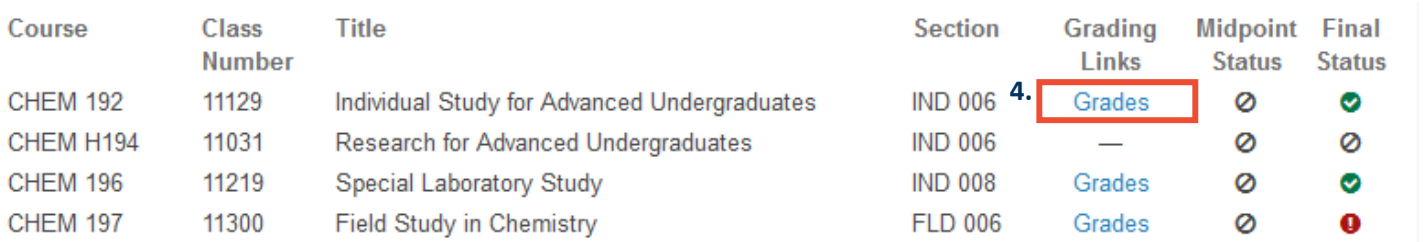
How to change grades

1. Go to calcentral.berkeley.edu

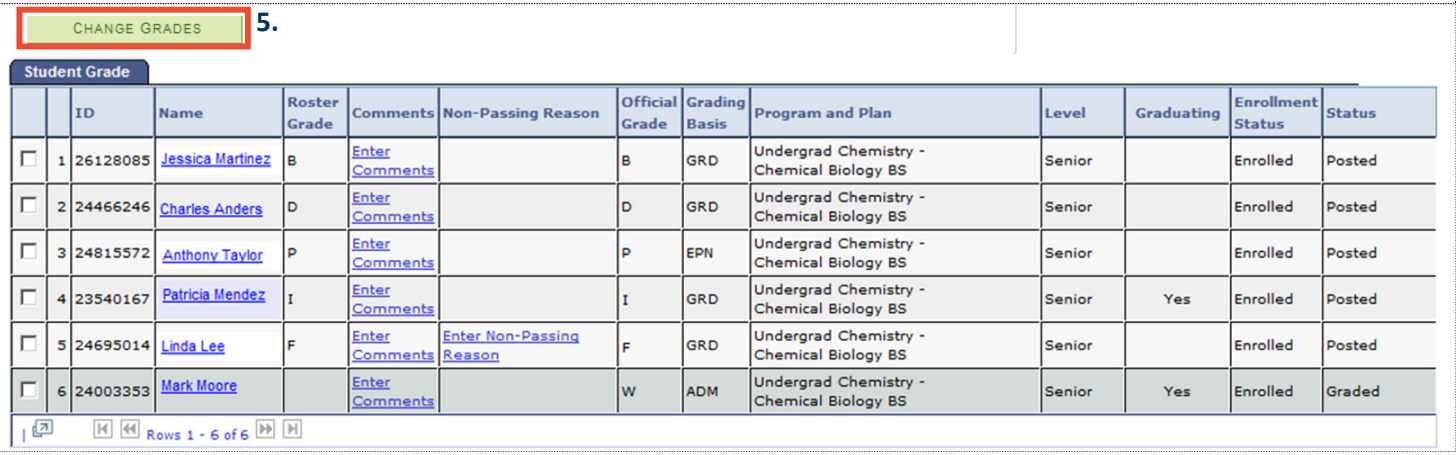
2. Click on **My Academics** on the top menu bar.

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

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

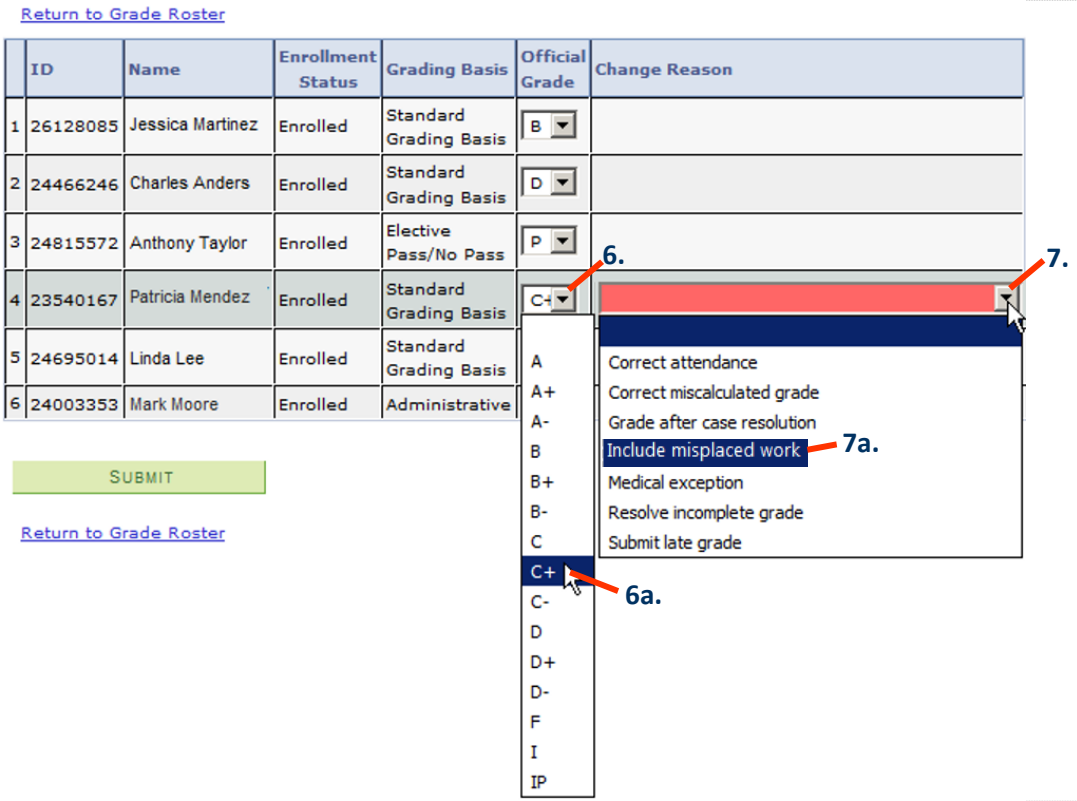


5. In the Grade Roster page, you'll see the Change Grades button, and below you'll see the Student Grade roster table. Click on the **Change Grades** button.



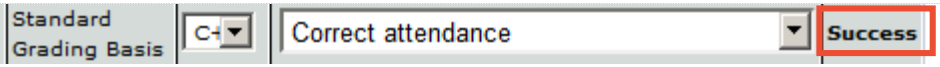
6. In the Grade Change Request page, click the **droplist arrow** next to the grade you wish to change; then click to select the **new grade**. *Please be mindful of the "Grading Basis" from the column next door; apply something appropriate (e.g. NP for Elective Pass/No Pass, or C+ for Standard Grading 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**.

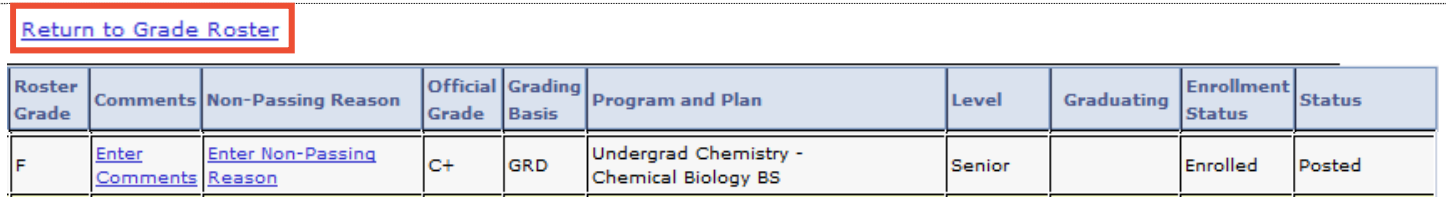


8. Click the **Submit** button.

9. You'll see a "Success" message appear to the right of the corrected grade.



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.



11. Click **Return to My Academics**.

Students can expect to see the grade change show up in CalCentral within 2 hours.