Faculty Instructions

Online Change of Grades

Instructors will be allowed to change grades through their Faculty Center once grades have been approved and posted. Grade posting is managed by the Registrar's Office at the end of each term once all grades have been submitted. Online grade changes can be submitted online by the instructor **one year** after the final grade submission deadline for each term.

Steps:

- 1) Log into the Dominguez Hills Portal (my.csudh.edu)
- 2) Click on Faculty Center
- 3) If needed, change your term to the correct term.

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View Weekly Teaching Schedule

Go to top

4) Click on the **Grade Roster** icon next to the class you need to perform a change of grade for.

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5) Once the Grade Roster has loaded, click the "**Request Grade Change**" button.

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6) Within the "**Official Grade**" column, use the drop-down box to change the grade of a particular student.

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7) Once all necessary changes have been made, scroll down and click the "**Submit**" button.

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Faculty Center Advisor Center Search

8) You will receive a confirmation or error message once you have clicked the submit button.

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9) When errors are received click the Errors hyperlink for an explanation of the error.

Faculty Center Advisor Center Search

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Should you have any questions please contact the University Registrar by telephone at (310) 243-2056 or via email at <u>thardee@csudh.edu</u>.