

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.

The screenshot shows the Faculty Center interface. At the top, there are three tabs: 'Faculty Center', 'Advisor Center', and 'Search'. Below these are three buttons: 'my schedule', 'class roster', and 'grade roster'. The 'Faculty Center' tab is active, and the 'My Schedule' section is visible. Under 'My Schedule', there is a dropdown menu for 'Spring 2012 | CSU Dominguez Hills' with a 'change term' button highlighted in a red box. To the right is a 'My Exam Schedule' button. Below this, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' section shows icons for 'Class Roster', 'Grade Roster', and 'Learning Management'. The main section is titled 'My Teaching Schedule > Spring 2012 > CSU Dominguez Hills' and contains a table of classes.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
CHS 295-21 (21612)	Special Topics in CHS (Lecture)	0	Sa 1:30PM - 5:30PM	LCH A115A	Jan 21, 2012- Jan 21, 2012
IDS 320-01 (20509)	Inter Top In Hum Stud: (Lecture)	11	We 7:00PM - 9:45PM	WH A118	Jan 21, 2012- May 23, 2012
IDS 325-32 (20390)	Perspectives In Human Studies (Lecture)	11	Sa 1:30PM - 5:30PM	LCH A115A	Jan 21, 2012- Jan 21, 2012
LBR 494-01 (20356)	Independent Study (Supervision)	2	TBA	TBA	Jan 21, 2012- May 23, 2012
LBR 494-03 (22230)	Independent Study (Supervision)	1	TBA	TBA	Jan 21, 2012- May 23, 2012
LBR 495-01 (20766)	Special Topics (Lecture)	3	We 7:00PM - 9:45PM	WH A118	Jan 21, 2012- May 23, 2012
LBR 495-31 (20563)	Special Topics (Lecture)	5	Sa 1:30PM - 5:30PM	LCH A115A	Jan 21, 2012- Jan 21, 2012
LBR 496S-41 (20564)	Practicum Labor Studies (Supervision)	16	TBA	INTERNET	Jan 21, 2012- May 23, 2012

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.

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster

Faculty Center

My Schedule

Spring 2012 | CSU Dominguez Hills [change term](#) [My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > Spring 2012 > CSU Dominguez Hills

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
CHS 399-31 (21912)	Special Topics in CHS (Lecture)	0	Sa 1:30PM - 5:30PM	LCH A115A	Jan 21, 2012 - Jan 21, 2012
IDS 320-01 (20509)	Inter Top In Hum Stud: (Lecture)	11	We 7:00PM - 9:45PM	WH A118	Jan 21, 2012 - May 23, 2012
IDS 326-32 (20520)	Perspectives In Human Studies (Lecture)	11	Sa 1:30PM - 5:30PM	LCH A115A	Jan 21, 2012 - Jan 21, 2012
LBR 494-01 (20956)	Independent Study (Supervision)	2	TBA	TBA	Jan 21, 2012 - May 23, 2012
LBR 494-02 (22290)	Independent Study (Supervision)	1	TBA	TBA	Jan 21, 2012 - May 23, 2012
LBR 495-01 (20766)	Special Topics (Lecture)	3	We 7:00PM - 9:45PM	WH A118	Jan 21, 2012 - May 23, 2012
LBR 495-31 (20563)	Special Topics (Lecture)	5	Sa 1:30PM - 5:30PM	LCH A115A	Jan 21, 2012 - Jan 21, 2012
LBR 496S-41 (20564)	Practicum Labor Studies (Supervision)	16	TBA	INTERNET	Jan 21, 2012 - May 23, 2012

[View Weekly Teaching Schedule](#) [Go to top](#)

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

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster

Grade Roster

[View FERPA Statement](#)

Spring 2012 | Regular Academic Session | CSU Dominguez Hills | Undergrad and Ext Ed Credit

IDS 320 - 01 (20509) [change class](#)

Inter Top In Hum Stud: - Gender and Work (Lecture)

Days and Times	Room	Instructor	Dates	Topic
We 7:00PM-9:45PM	WH A118	Vivian Price	01/21/2012 - 05/23/2012	Gender and Work

Display Options: *Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status: Approved **Posted**

[Request Grade Change](#)

Student Grade

ID	Name	Roster Grade	Official Grade	Academic Career	Grade Basis	Status
1		B+	B+	Undergrad and Ext Ed Credit	GRD	Posted
2		A	A	Undergrad and Ext Ed Credit	GRD	Posted
3		C-	C-	Undergrad and Ext Ed Credit	GRD	Posted

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

Faculty Center | Advisor Center | Search
 my schedule | class roster | grade roster

Grade Roster

Grade Change Request

Spring 2012 | Regular Academic Session | CSU Dominguez Hills | Undergrad and Ext Ed Credit

IDS 320 - 01 (20509)

Inter Top In Hum Stud: - Gender and Work (Lecture)

Days and Times	Room	Instructor	Dates	Topic
We 7:00PM-9:45PM	WH A118	Vivian Price	01/21/2012 - 05/23/2012	Gender and Work

ID	Name	Enrollment Status	Grading Basis	Official Grade
1		Enrolled	Graded	B+ ▼
2		Enrolled	Graded	A ▼
3		Enrolled	Graded	C- ▼
4		Enrolled	Graded	B- ▼
5		Enrolled	Graded	C ▼
6		Enrolled	Graded	A+ ▼
7		Enrolled	Graded	A ▼
8		Enrolled	Graded	A ▼
9		Enrolled	Graded	C ▼
10		Enrolled	Graded	B- ▼
11		Enrolled	Graded	RP ▼

[Return to Grade Roster](#)

Faculty Center | Advisor Center | Search

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

Faculty Center | Advisor Center | Search
 my schedule | class roster | grade roster

Grade Roster

Grade Change Request

Spring 2012 | Regular Academic Session | CSU Dominguez Hills | Undergrad and Ext Ed Credit

IDS 320 - 01 (20509)

Inter Top In Hum Stud: - Gender and Work (Lecture)

Days and Times	Room	Instructor	Dates	Topic
We 7:00PM-9:45PM	WH A118	Vivian Price	01/21/2012 - 05/23/2012	Gender and Work

ID	Name	Enrollment Status	Grading Basis	Official Grade
1		Enrolled	Graded	B+ ▼
2		Enrolled	Graded	A ▼
3		Enrolled	Graded	C- ▼
4		Enrolled	Graded	B- ▼
5		Enrolled	Graded	C ▼
6		Enrolled	Graded	A+ ▼
7		Enrolled	Graded	A ▼
8		Enrolled	Graded	A ▼
9		Enrolled	Graded	C ▼
10		Enrolled	Graded	B- ▼
11		Enrolled	Graded	RP ▼

[Return to Grade Roster](#)

Faculty Center | Advisor Center | Search

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

Faculty Center | Advisor Center | Search
 my schedule | class roster | grade roster

Grade Roster

Grade Change Request

Spring 2012 | Regular Academic Session | CSU Dominguez Hills | Undergrad and Ext Ed Credit

▼ **IDS 320 - 01 (20509)**
 Inter Top In Hum Stud: - Gender and Work (Lecture)

Days and Times	Room	Instructor	Dates	Topic
We 7:00PM-9:45PM	WH A118	Vivian Price	01/21/2012 - 05/23/2012	Gender and Work

ID	Name	Enrollment Status	Grading Basis	Official Grade	
1		Enrolled	Graded	B+	
2		Enrolled	Graded	C+	Success
3		Enrolled	Graded	C-	
4		Enrolled	Graded	B-	
5		Enrolled	Graded	C	
6		Enrolled	Graded	A-	
7		Enrolled	Graded	A	
8		Enrolled	Graded	A	
9		Enrolled	Graded	C	
10		Enrolled	Graded	B-	
11		Enrolled	Graded	RP	

[Return to Grade Roster](#) SUBMIT

Faculty Center | Advisor Center | Search

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

Faculty Center | Advisor Center | Search
 my schedule | class roster | grade roster

Grade Roster

Grade Change Request

Spring 2012 | Regular Academic Session | CSU Dominguez Hills | Undergrad and Ext Ed Credit

▼ **IDS 320 - 01 (20509)**
 Inter Top In Hum Stud: - Gender and Work (Lecture)

Days and Times	Room	Instructor	Dates	Topic
We 7:00PM-9:45PM	WH A118	Vivian Price	01/21/2012 - 05/23/2012	Gender and Work

ID	Name	Enrollment Status	Grading Basis	Official Grade	
1		Enrolled	Graded	B+	
2		Enrolled	Graded	A-	Errors
3		Enrolled	Graded	C-	
4		Enrolled	Graded	B-	
5		Enrolled	Graded	C	
6		Enrolled	Graded	A-	
7		Enrolled	Graded	A	
8		Enrolled	Graded	A	
9		Enrolled	Graded	C	
10		Enrolled	Graded	B-	
11		Enrolled	Graded	RP	

[Return to Grade Roster](#) SUBMIT

Faculty Center | Advisor Center | Search

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