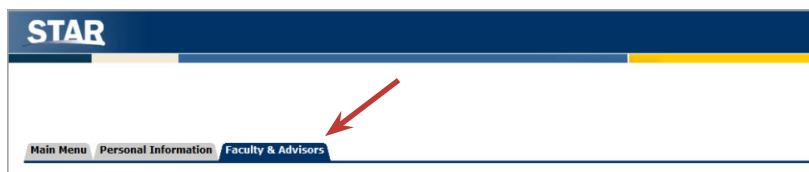


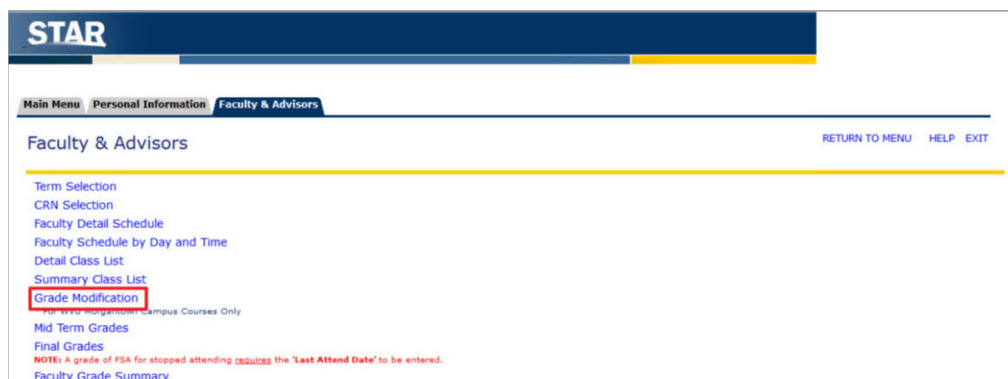
Changing Grades in STAR

Learn how to change a grade in STAR.

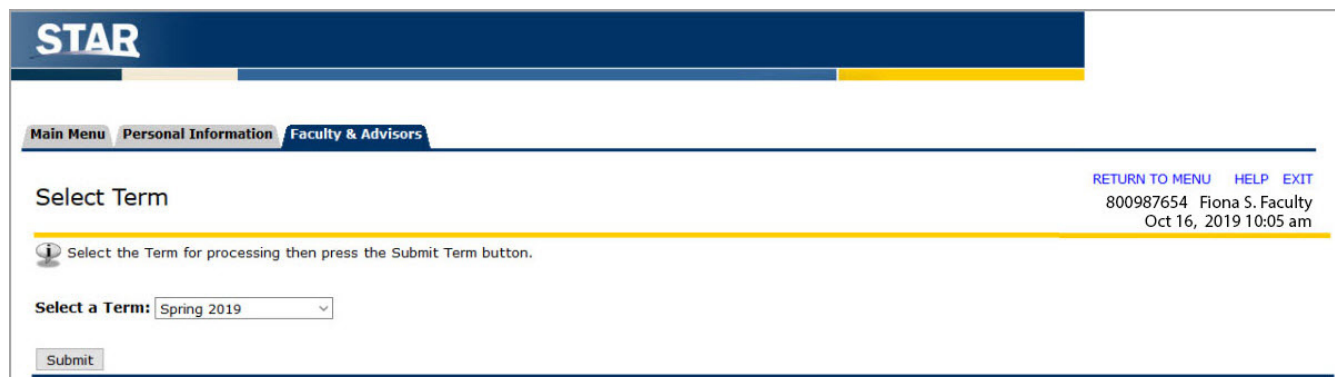
1. Login to STAR.
2. Click the Faculty and Advisors tab.



3. Click **Grade Modification**.



4. Select the term for which you would like to modify a grade.



- Select the CRN you would like to modify. If you taught multiple courses in this term, you will see multiple options.

STAR

Main Menu Personal Information **Faculty & Advisors**

Select CRN RETURN TO MENU HELP EXIT
800987654 Fiona S. Faculty
Oct 16, 2019 10:05 am

Please select a course from below then press the Submit button.

CRN:

- Verify the course information is correct and find the student.

STAR

Main Menu Personal Information **Faculty & Advisors**

Summary Faculty Class List RETURN TO MENU HELP EXIT
800987654 Fiona S. Faculty
Oct 16, 2019 10:05 am

Welcome to the Faculty Class List by CRN Display.

To submit a grade change request for a student, please select the change grade link under the grade mod link column.
*Note: Grade changes cannot be processed if a student has withdrawn from the course or has graduated.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

Course Information
Principles of Accounting - ACCT 201 001
CRN: 10345
Duration: Jan 07, 2019 - Apr 26, 2019
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	320	316	4
Cross List:	0	0	0

Current Record Set: 1 - 200 | 201 - 316

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Current Grade	Grade Mod link
1	Aaby, Abby	800111111	**Registered on Web**	UG	3.0	C	Change grade		
2	Aady, Adeline	800222222	**Registered on Web**	UG	3.0	B	Change grade		
3	Aaker, Arthur	800333333	**Registered on Web**	UG	3.0	F	Change grade		

- Next to each student will be a link on the right side that indicates "Change Grade".

Note: students that withdrew from the course will be listed as "Student Withdrew" and you will not be able to modify their grades

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Current Grade	Grade Mod link
1	Aaby, Abby	800111111	**Registered on Web**	UG	3.0	C	Change grade		
2	Aady, Adeline	800222222	**Registered on Web**	UG	3.0	B	Change grade		
3	Aaker, Arthur	800333333	**Registered on Web**	UG	3.0	F	Change grade		

- Click **Change grade** for the student whose grade needs to be changed.
- Verify the student and course information, note the current grade, and select the new grade.

The screenshot shows the STAR Faculty Grade Modification form. At the top, there is a navigation bar with 'Main Menu', 'Personal Information', and 'Faculty & Advisors'. The form title is 'Faculty Grade Modification form'. Below the title, there is a instruction: 'Select the new grade and the reason for the grade change then press the Submit button.' The form displays the following information: Term: 201901, Student ID: 800111111, Student Name: Abby, Abby, College: Business and Economics, Level: UG, CRN: 10345, Course Title: Principles of Accounting, Subject: ACCT 201, Section 001, Credit Hours: 3. Below this information, there is a section for selecting the new grade and reason for the grade change. The 'Current Grade' is set to 'C' and the 'New Grade' is set to 'A'. The 'Select a Grade Change Reason' dropdown menu is set to 'Missing Assignments Submitted'. A 'Submit' button is located at the bottom of the form.

- Select a Grade Change Reason

The screenshot shows the STAR Faculty Grade Modification form with the 'Select a Grade Change Reason' dropdown menu open. The dropdown menu lists the following options: Grade Entry Error, Missing Assignments Submitted, Missed Grade Deadline, Miscalculation of Final Grade, Original Grade Incomplete (I), Scale Approval, Problem Accessing Grade Sheet, and Grade Entry Error. The 'Grade Entry Error' option is highlighted in blue. The 'Submit' button is located at the bottom of the form.

- Click **Submit**.