CALCENTRAL QUICK GUIDE

How to change grades

1.	Go to calcentral.berkeley.edu	_	_																
		CALCENTRAL MIL IN CALCENTRAL																	
	Sign in	A My Dashboard B My Academics I My Campus																	
	Click on My Academics on the top menu bar.	M	ond	ay FEB 1	3	2.		Setup					Notifi	cations	A	ll Notifications	•		
2.		My Academics																	
		Sp	Spring 2017 Classes											Teaching					
3.	On the right side, under Teaching, scroll down until you find the appropriate semester, then click to select it.												3. Fall 20 CHEM 11 Individua	16 92 al Study for Ad	vanced Undergi	raduates			
4.	Click the Grades link to the right of the class for which you are editing one or more grades.	Course CHEM 192 CHEM H194 CHEM 196 CHEM 197			4	Class Numb 11129 11031 11219 11300	ClassTitleNumber11129Individual Study for Advanced Undergraduates11031Research for Advanced Undergraduates11219Special Laboratory Study11300Field Study in Chemistry						Section IND 006 IND 006 IND 008 FLD 006	Gra Li 4. Gra Gra Gra	nding I nks ades — ades ades	Midpoint Status Ø Ø Ø	Final Status Ø O		
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.	Stu	C dent 1 2 3 2 3 2 3 5	CHANGE G Crade CD C26128085 24466246 24466246 24815572 23540167 24695014	Name Jessica I Charles A Anthony Patricia I Linda Len	S.	Roster Grade B D P I F	Comments Enter Comments Enter Comments Enter Comments Enter Enter Enter	Non-Passing Reason	Official Grade B D P I F	Grading Basis GRD GRD EPN GRD GRD	Program and Plan Undergrad Chemistry - Chemical Biology BS Undergrad Chemistry - Chemical Biology BS Undergrad Chemistry - Chemical Biology BS Undergrad Chemistry - Chemical Biology BS Undergrad Chemistry -		Level Senior Senior Senior Senior Senior	Graduating	Enrollment Status Enrolled Enrolled Enrolled Enrolled	Status Posted Posted Posted Posted Posted		
			1 ⁶ 2	H H R	tows 1 - 6	of 6 🕨 🛙	N	Comments		VV	ADM	Chemical Biology BS		Senior	Tes	Enrolled	Graded		

CALCENTRAL

QUICK GUIDE

6.	In the Grade Change Request	<u>R</u> (Return to Grade Roster											
	page, click the droplist arrow next to the grade vou wish to		ID	Name	Enrollment Status	Grading Basis	Official Grade	Change Reason						
	change; then click to select the	1 2	26128085	Jessica Martinez	Enrolled	Standard Grading Basis	BV							
	the "Grading Basis" from the	2 2	24466246 Charles Anders Enrolled Standard Grading Basis											
	column next door; apply something appropriate (e.g. NP for Elective Pass/No Pass, or C+ for Standard Grading Basis).	3 2	24815572	Anthony Taylor	Enrolled	Elective Pass/No Pass	P 💌	6.	7.					
		4 2	23540167	Patricia Mendez		Standard Grading Basis	G		E.					
		5 2	24695014	695014 Linda Lee Enrolled Standard Grading Basis A Correct attendar				Correct attendance						
7.	After selecting the grade, click the droplist arrow next to the	6 2	24003353	Mark Moore	Enrolled	Administrative	A+ A-	Correct miscalculated grade Grade after case resolution						
			S	UBMIT			B B+	Include misplaced work						
	"Change Reason" column; then	R	eturn to G	rade Roster			B- C	Resolve incomplete grade Submit late grade						
	click to select the appropriate						C+	ба.						
			D D+ D- F I IP											
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	Return to Grade Roster												
	Official Grade is changed; Roster	Ros Gra	ster ade	nments Non-Pa	ssing Reaso	on Official G Grade E	Grading Basis	Program and Plan	Level	Graduating	Enrollment Status	Status		
	as of the close of the regular grading period.		Ente Con	er <u>Enter No</u> nments <u>Reason</u>	on-Passing	C+ G	GRD	Jndergrad Chemistry - Chemical Biology BS	Senior		Enrolled	Posted		
11.	Click Return to My Academics.	C	Retur	n to My Aca	demics									

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

2/14/2017