

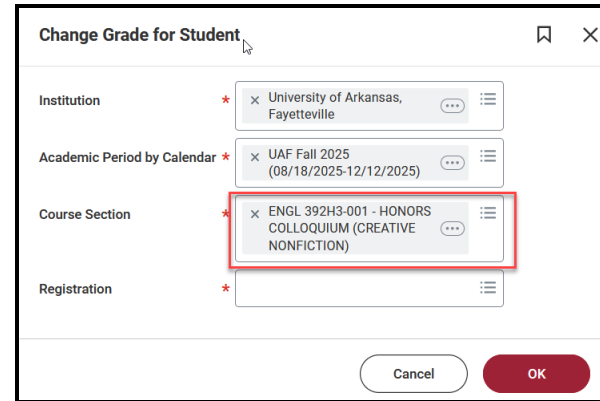
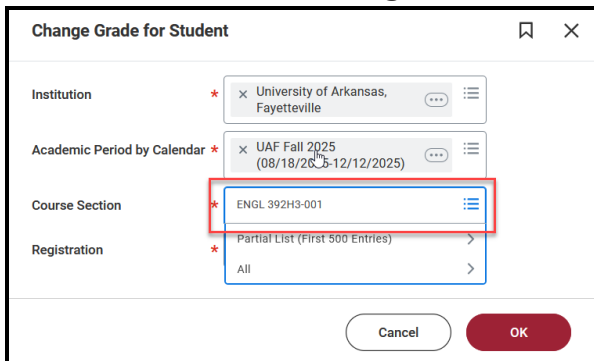
This quick reference guide (QRG) provides instructions on how to change a student's final grade in Workday. If the final grade has not yet been submitted, please reference the QRG Faculty: Assign Student Final Grade for more information on how to submit grades.

To change a student's final grade, complete the following steps.

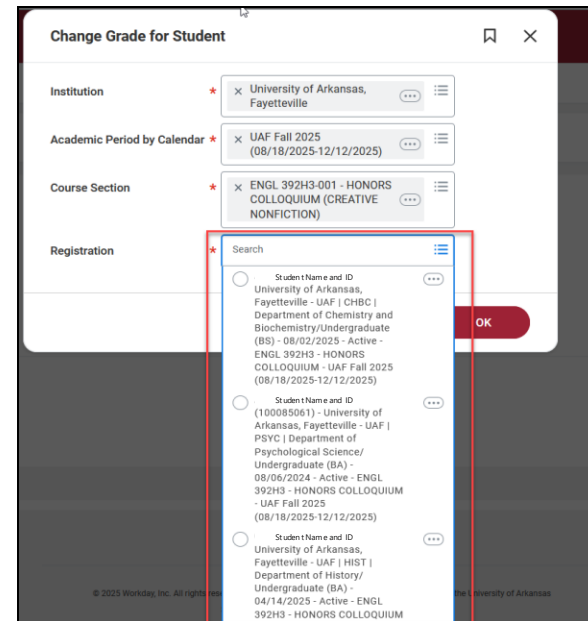
CHANGE GRADE FOR STUDENT

From the Workday Home page:

1. Type and select 'Change Grade for Student' in the search bar.
2. If not automatically populated, select the appropriate **Institution** from the dropdown list.
3. For **Academic Period by Calendar**, enter the Academic Period in which the course was offered (e.g., UAF Fall 2025).
4. Type in the course subject code, number, and section into the **Course Section** box (e.g., ENGL 392H3-001). Hit **Enter**.



5. Select the student from the **Registration** box's dropdown list.





Note: If there are no students or the student you are searching for is not listed, confirm you submitted final grades for the course section before contacting your institution's support staff.

6. Click **OK**.
7. Select a **Revised Grade** from the dropdown list.

Revised Grade * x B

8. Optional – Enter a **Grade Note**.
9. Optional – If the Revised Grade is an “F” you will be given the option to enter a **Last Date of Attendance**.

Last Date of Attendance MM/DD/YYYY

10. Select the **Grade Change Reason** from the dropdown list.

Calculation Error
 Data Entry Error
 Other



Note: If “Other” is selected you will be required to enter a Comment. If any other option is selected the Comment box is optional.

11. Click **OK**.



Note: Depending on your security roles and institutional configuration this change might require approval.