IRIS
Integrated Resource
Information System

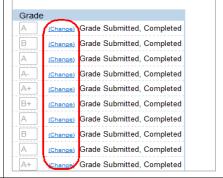|	
Process: Use this procedure to request a grade change after grades have already been submitted to the Registrar's Office. Please be aware that students will be able to view grades in the *my*UK Web Portal immediately after grades have been submitted to the Registrar's Office. Refer to **QRC Submitting Grades** for details of submitting grades to the Registrar's Office.	
Role: Authorized Users	**Frequency:** When needed

Navigating to Grading

Refer to the **QRC for Submitting Grades** for details in navigating to your course and section. The QRC is available on the myHelp website.

Requesting a Grade Change

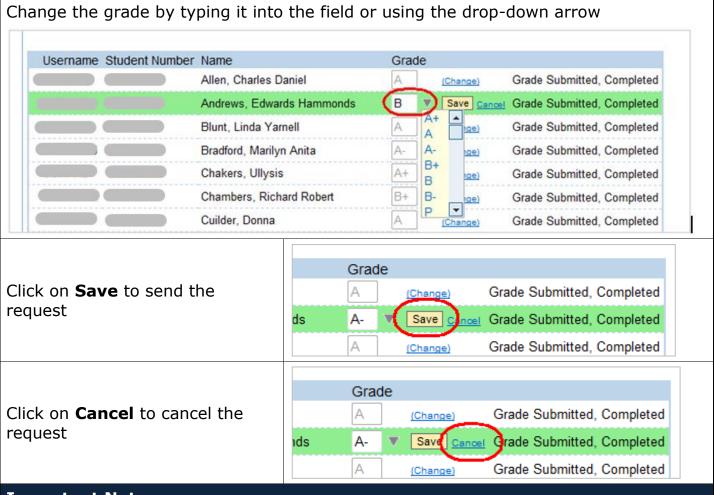|	
Note: The **Grade** column will display the grades which were submitted, but the grades will be grayed out.	
To change a grade, click on **Change** to the right of the student's name	

Change the grade by typing it into the field or using the drop-down arrow

Username	Student Number	Name	Grade		
		Allen, Charles Daniel	A	(Change)	Grade Submitted, Completed
		Andrews, Edwards Hammonds	B ▼	Save Cancel	Grade Submitted, Completed
		Blunt, Linda Yarnell	A	A+	Grade Submitted, Completed
		Bradford, Marilyn Anita	A-	A	Grade Submitted, Completed
		Chakers, Ullysis	A+	A-	Grade Submitted, Completed
		Chambers, Richard Robert	B+	B+ B B-	Grade Submitted, Completed
		Cuilder, Donna	A	P (Change)	Grade Submitted, Completed

Click on **Save** to send the request	Grade A (Change) Grade Submitted, Completed ds A- ▼ Save Cancel Grade Submitted, Completed A (Change) Grade Submitted, Completed
Click on **Cancel** to cancel the request	Grade A (Change) Grade Submitted, Completed ds A- ▼ Save Cancel Grade Submitted, Completed A (Change) Grade Submitted, Completed

Important Notes

The grade change request will be sent via workflow to the Registrar's Office, where the grade change will be reviewed and processed.

Once a grade change has been processed by the Registrar's Office, an email notification will be sent to the Instructor of Record, the person who submitted the grade change request (if different), and to the student. This email will **not** contain the actual grade or course information due to FERPA regulations, but will give the student name, Student ID number, and academic year/session.