

Begin by logging in to case.edu/sis with your CWRU Network ID and password.

1. From **Faculty Home**, click the **My Schedule & Rosters** tile. This will present the **My Schedule** page. Locate the class containing the grade that needs to be change.
2. Click the **Grade Roster** icon that is immediately to the left of the class.
3. The **Grade Roster** screen appears.
4. Click the **Request Grade Change** button.
5. Click the **Request Grade Change** link to the immediate right of the grade needing to be changed.
6. Select the appropriate new grade from the **Change Grade** to dropdown menu. You will also need to select a **Reason** from the dropdown menu and enter a **Justification**.
7. Select the appropriate **Reason** from the dropdown menu.
8. Enter a **Justification** for the change.
9. If you want to return later and submit the request for approval or to make additional changes, click **Save as Draft**.
10. Once you select **Save as Draft** you will see information appear that identifies the person who made the change, as well as the date and time stamp.
11. Click the **Return** button to return to the Grade Roster.
12. If you are ready to submit the request for approval, click the **Save & Submit for Approval** button. Once you have selected to click the **Save & Submit for Approval** button the approval process will begin.
13. Click the **Return** button to return to the **Grade Roster**.