


Online Grade Changes

This step-by-step guide will take you through the process of entering grade changes into PAWS.

1. Log in to PAWS using your ePanther ID and password:



A login form with a yellow background. It contains two input fields: "ePanther ID:" with the text "georgeff" and "Password:" with masked characters. Below the fields is a yellow "Sign In" button.

2. Navigate to "My Schedule" in your Faculty Center (Self Service > Faculty Center > My Schedule).
3. Verify that the correct term is listed. If it isn't, click on the green 'change term' button to the right of the term listing, and choose the correct term from the menu.

Faculty Center

My Schedule

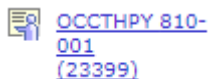
Fall 2017 | University Wisconsin-Milwaukee [change term](#)

4. If the correct term is listed, look for the icons to the left of your class listing(s).

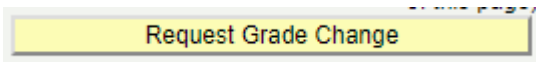
My Teaching Schedule > Fall 2017 > University Wisconsin-Milwaukee

	Class	Class Title	Days & Times	View
	OCCTHPY 721-001 (24278)	Fndtns-Profssnl Practice in OT (Lecture)	Th 9:00AM - 10:50AM	
 	OCCTHPY 810-001 (23399)	Crtcl Eval/Theory,Rsrch,Prctc (Seminar)	WeTh 1:00PM - 5:40PM	

5. Click on the grade roster icon, immediately to the left of your class listing:



6. Click on the "Request Grade Change" button in the Grade Roster Action box to open the grade roster:



- Find the appropriate student(s) and then click on the drop down arrow in the Official Grade field. You have the ability to change as many grades as necessary on the roster.

Please enter all grade changes for the class before pressing the submit button.

Grayed out grades cannot be updated. To change those grades please contact the Registrar's Office at contactro.uwm.edu.

	Campus ID	Name	Enrollment Status	Grading Basis	*Official Grade	Grade Change Reason	Date Activity Completed
1	99-44	A	Enrolled	Graded	F16 ▼		
2	99-83	A	Enrolled	Graded	D- ▼		
3	99-70	A	Enrolled	Graded	D ▼		
4	99-80	C	Enrolled	Graded	F16 ▼		
5	99-91	C	Enrolled	Graded	D ▼		
6	99-40	D	Enrolled	Graded	F16 ▼		
7	99-67	F	Enrolled	Graded	F14 ▼		
8	99-3	F	oy Enrolled	Graded	B ▼		

- Once you have selected the appropriate grade the **Grade Change Reason** box will appear. It is an unlimited word capacity text box:

	Campus ID	Name	Enrollment Status	Grading Basis	*Official Grade	Grade Change Reason	Date Activity Completed
1	99-44	A	Enrolled	Graded	F15 ▼		
2	99-83	A	Enrolled	Graded	D- ▼		

- Once you have finished entering all the grade changes, click the Submit link at the bottom of the grade roster:

To process your grade change(s), click on the submit button only once and please wait as this process may take a few minutes to complete.

[Submit](#)

You will receive an email notification once the grade change has been approved and posted to the student's record, or when the change has been denied and the reason for denial.

Helpful Hints/Information

- If the grade(s) you want to change is greyed out after you click the "Request Grade Change" link, then you must submit a paper grade change form. Your department should have some on file for you. If not, contact the Registrar's Office at contactro.uwm.edu and select "Grades" to route your request to the appropriate staff member. Or, call the Grades Office at (414) 229-2876.
- NR (Not Reported) grade changes do not require approvals and will post to the students within 24 hours of entry into PAWS.