Correction Roster
Navigation: Faculty Tab > Grade Roster Tab

Step 1. Navigate to your Correction Rosters

1. Open your web browser.
2. Go to http://www.unl.edu/
3. From the Current Student Link, click on the MyRED Link.
4. Enter your NUID number in the NUID field.
5. Enter your TrueYou password (the same one that is used to access firefly).
6. Click Log In

7. Click on the Faculty tab.
8. Click on the **Grade Roster** tab.

9. To view and complete your correction rosters, click on **Ready** status in the **Correction Roster** column.

10. A light box will appear within the browser.
Step 2. Edit Correction Roster

Once the correction roster appears, you can make your edits to the class. If you do not need to make any changes to the correction roster, continue on to Step 3.

Attendance Correction: Select one of the attendance statuses from the drop down box.

**Note:** All rosters will default to Attending.

When **Stopped Attending** is selected, identify the specific date in the next column.
**Grading Basis:** Change the student’s grading basis if necessary.

**Note:** If the class is only offered as Graded or P/N, you will not see a drop down box.

**Credit Hours:** Change the student’s credit hours for the course.

**Note:** The ability to change credit hours is only for those courses that are offered variable credit.

**Swap Section:** Indicate if a student needs to be switched to another section of the course.

**Note:** If there is only one section of the course offered this term, you will not be able to edit this column.
**Step 3. Complete Correction Roster**

When the correction roster is complete with all necessary edits made, select **Completed** and click **Save** so the roster can be submitted.

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### Class-wide Comment

Enter any comments or additional information concerning the enrollment of the whole class.

### Comments

Enter any comments or additional information regarding the student’s enrollment.
After saving the correction roster, close the light box to return to the Grade Roster tab to access other rosters. Notice the roster status has changed from Ready to Completed.