MyRED – Changing “Official” Grades

Changing “Official” Grades
Navigation: Faculty Tab > Grade Rosters Tab

Follow these steps if you need to change a grade that has been posted to a student’s record.

**Step 1. Navigate to your Final Grade Rosters**

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

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

9. Find the Final Grade roster in which you’d like to change a student’s grade that has been posted to their record. Click on the Posted status in the Final Grade column.

10. A light box will appear within the browser.
Step 2. Changing “Official” Grades

Official grades may be changed in MyRED for approximately two weeks after the grading period ends. After those 2 weeks, a Change of Student Record form must be submitted to the Office of the University Registrar, 107 Canfield Administration Building.

Select the Request Grade Change link.
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Note: “Success” will appear next to the grade after an official grade has been successfully changed.

Change the desired original grade(s). When you are done with your edits, click Submit.