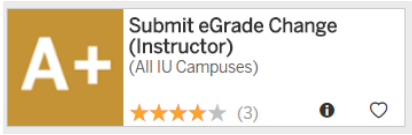# Office of the Registrar – Bloomington
eGrade Change Instructor Initiated

Indiana University has developed an electronic grade change (eGrade Change) process to allow instructors to submit grade changes online. Here's how:
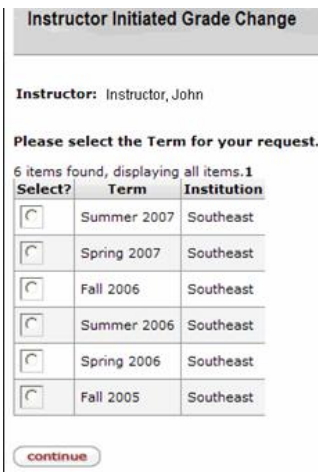
Using eGrade Change

1. Log in to One.IU (https://one.iu.edu)
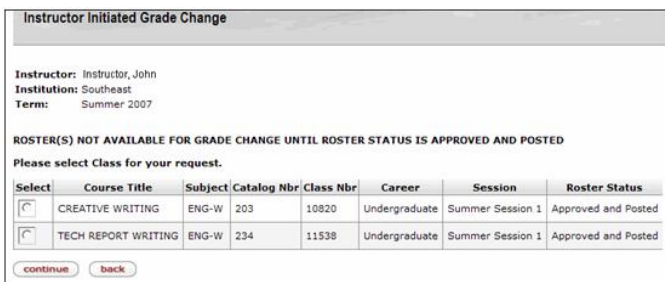   Search for *grade change* in the search bar.

2. Click the heart icon to set as a Favorite for easy access in the future.

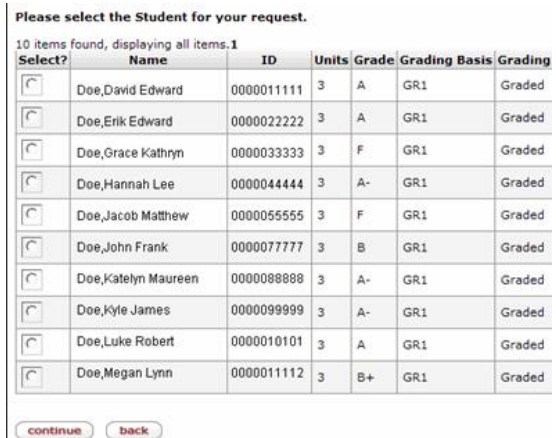3. Select the term for the grade you would like to change.

4. Click continue

5. Select the class for which the grade needs to be changed.

   *Note: Only rosters in approved and posted status are available to change.

6. Click continue

7. A list of students and their grades will display. Select the student.

8. Click continue

9. Select the new grade from the drop down box.

10. Select the reason for the change from the drop down box and enter additional information in the rationale box.

    *Note: If a grade of FN is selected you must enter the date of last attendance.

11. Click the "submit for approval" button to finalize the request. The request will be routed via workflow for necessary approvals.

12. Once the request is submitted, a confirmation page will display with your changes and the document ID. Use it to track the progress of the grade change in workflow.

13. Once the request is approved and applied to the student's record an email is sent to the instructor of record and the student.