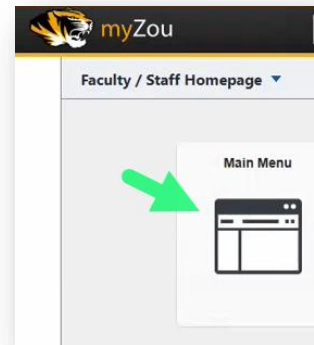


Electronic Grading

Navigate to Grade Roster

1. Log into myzou.missouri.edu.
2. On the Faculty/Staff Homepage, click the **Main Menu** tile.
3. In the menu that appears on the left of the screen, click **Self Service**.



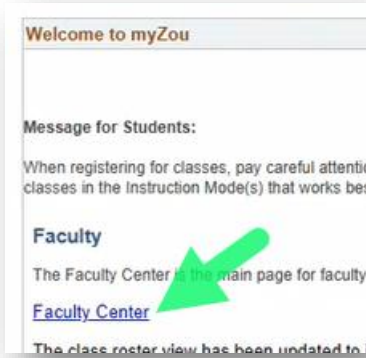
4. In the Self Service menu that appears on the left of the screen, click **Grade Roster** under Faculty Center.



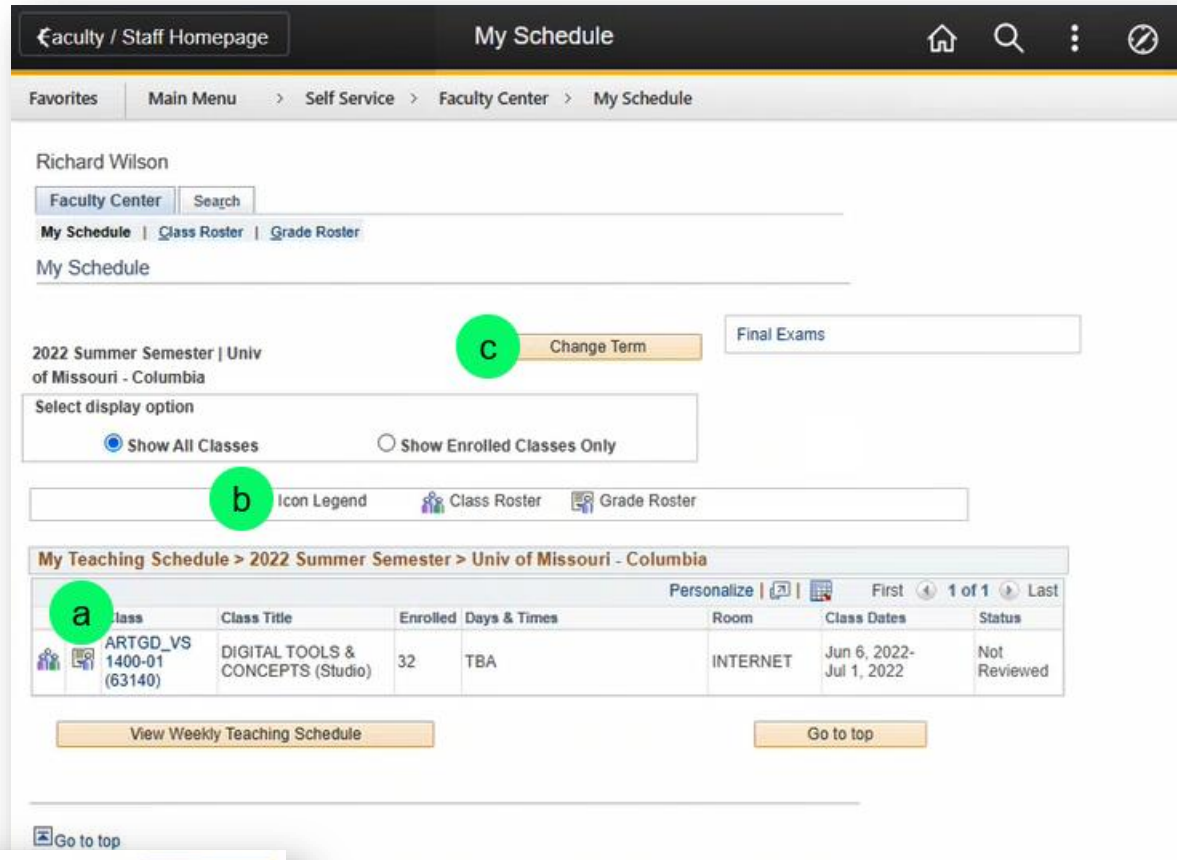
Contents

- Navigate to Grade Roster 1
- Enter Grades..... 3
- Enter LDA and Grade Contract..... 5
 - Enter Incomplete Grades..... 5
 - View Incomplete Grade Contracts .. 8
- Recording an F Grade..... 8
- Recording a U Grade 8
- Electronic Grade Change..... 9
 - Change grades 9
 - Request Administrative Grade Change 10
 - Missing Grades..... 12
- Appendix 13
 - Incomplete Grade Contract Steps for Graduates, et al. 13

5. Alternatively, after you click the Main Menu tile, you can click the **Faculty Center** link in the Welcome to myZou section of the screen.



- On the **My Schedule** page that opens, click the **Grade Roster** icon on the left side of the class whose roster you wish to grade.
- If you are not sure which icon is for Grade Roster, refer to the **Icon Legend** above the table.
- Click the **Change Term** button if you need to access a grade roster from a different term than the one listed.



Enter Grades

The following steps demonstrate how to enter grades into the Grade Roster.

1. Log into myZou and [navigate](#) to the **Grade Roster** for the class whose grades you want to enter.
 - a. Expand the Roster Grade field for each student and select a grade.

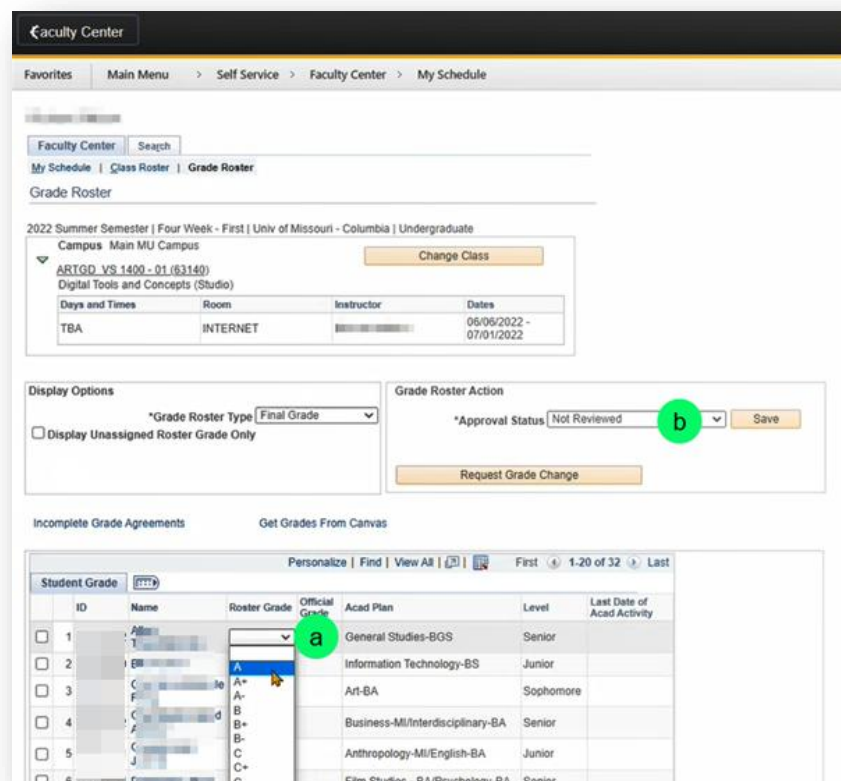
Note: Additional steps are required when assigning [Incomplete](#), [U](#), and [F](#) grades.

- b. If you have not finished inputting all grades but need to stop and come back later, leave **Not Reviewed** in the Approval Status field and click the **Save** button.

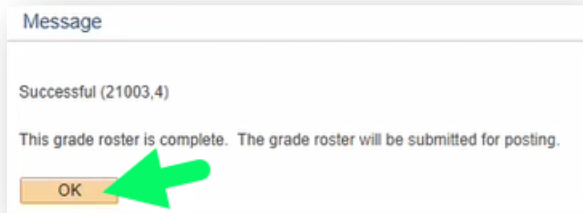
After saving, you may leave the Grade Roster page; the grades you entered before leaving will be there when you return to the page.

TIP: It's a good idea to save frequently in case you are called away unexpectedly.

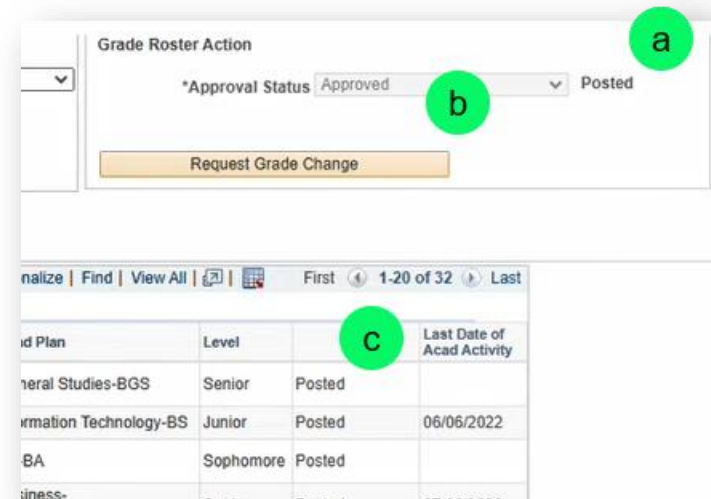
2. When you have finished entering a grade for every student on the roster, expand the **Approval Status** field.
 - a. Select **Ready for Review** if another person (e.g., Department Chair) must review the grades before approving.
 - b. Select **Approved** if no other person must first review the grades.
 - c. Click **Save** when you have made the appropriate selection.



3. A message dialog appears, confirming that the grade roster is complete.



4. An automatic process runs to check for approved grade rosters and posts the grades in each student's Student Center.
- Once grades have been posted, the status of **Posted** appears in the Grade Roster Action section.
 - The Approval Status field displays **Approved** and its options are not selectable.
 - A column appears to the right of the Level column and **Posted** appears in that column on each row.



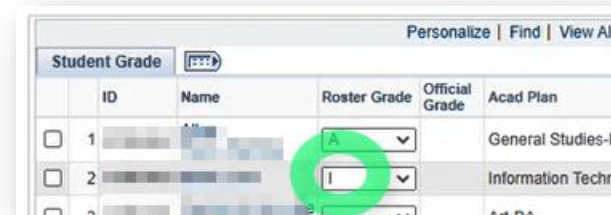
End of Topic.

[Return to Top.](#)

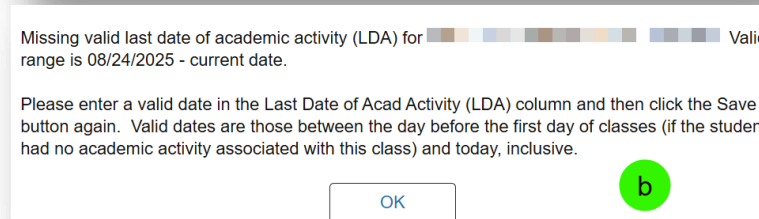
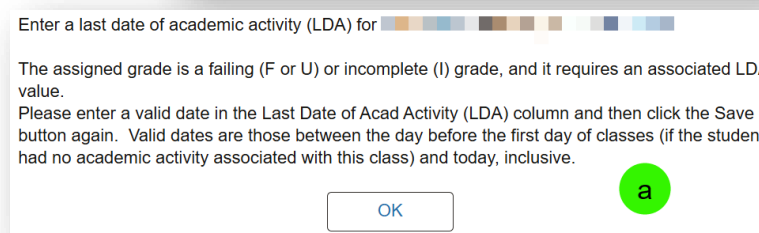
Enter LDA and Grade Contract

Enter Incomplete Grades

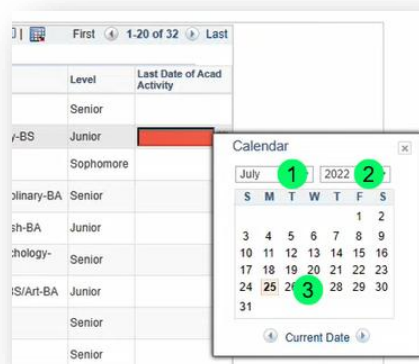
Grades marked Incomplete require that the last day of academic activity (LDA) be entered in the **Last Date of Acad Activity** field on the grade roster.



1. For a student whose grade is incomplete, enter “I” in their Grade Roster field.
2. When the **Save** button in the Approval Status field is clicked after you’ve entered grades for each student, one of two **Message** dialog windows appears. Read the instructions in the message and then click **OK** to dismiss it.
 - a. Displays initially, after the incomplete (**I**) grade is assigned, but before a date is provided.
 - b. Displays on subsequent save attempts if the date that was provided is invalid.
3. A date field, highlighted red, appears in the **Last Date of Acad Activity** column for all students with I, F, or U entered in the grade roster column.



Click the calendar icon next to each red-highlighted date field and select the appropriate LDA within the term. Choose the month and year first, and then the day. The calendar will close, and the selected date will populate the field.



Note: If the field remains red, the date is invalid. It must be a date within the grade roster’s term.

4. When **Save** is clicked after the LDA(s) has been entered, the **Incomplete Grade Contract(s)** page appears. The following instructions are for processing undergraduates. To enter incomplete grade contract information for the law school, med school, vet med, etc., refer to the [Incomplete Grade Contract Steps for Graduates, et al.](#) topic in the appendix.

- a. Read the important information about how and why the Incomplete Grade Contracts section must be completed. The links provide more information about incomplete grade contracts.
- b. Each student that received an incomplete grade in the previous steps is listed on the page with three fields displayed under their name. The fields are not required, but if you choose to enter information in one field under a student's name, you must enter information into all three. The fields are as follows:

The screenshot shows the 'Incomplete Grade Contract(s)' form. At the top, it displays the semester and course information: '2025 Fall Semester | Regular Academic Session | Univ of Missouri - Columbia | Undergraduate', 'ABM 4971W - 01 (50825)', and 'Agribusiness Management Strategy - Writing Intensive (Lect/Stand)'. Below this is a section titled 'Incomplete Grade Contract(s)' containing instructions for different course types: Undergraduate and Professional Courses, Graduate Courses, Medical Courses, Law Courses, and Veterinary Medicine Courses. Each instruction includes a link to a handbook or policy. At the bottom of the form, there are three input fields for each student: 'ID and Name display here.' (callout b), 'Default Grade' (callout c, currently set to C+), and 'Work to be completed (CAUTION: the student will be able to view exactly what you enter)' (callout d). A callout 'a' points to the instruction text.

- c. In the **Default Grade** field, enter the grade that the student will receive if they DO NOT complete the work by the deadline. If you enter a grade here, you must complete the next two fields as well.
- d. In the **Work to be completed** field, enter a detailed description of the work or assignment (e.g., final paper/project, final exam) that needs to be completed before the Incomplete can be changed to a grade. This information will be posted on the student's myZou homepage once you save it.

Note: Please be specific so that the student and instructor are aware of exactly what is needed, including the deadline for completion. Fall incomplete grades must be completed by the end of the Spring term, but it may be earlier. Spring and Summer Incomplete grades have until the end of the Fall term, but it may be earlier.

- e. In the **Completion Deadline** field, enter the date by which the work must be completed. A process runs once per week, and if it is past the completion deadline, the system will award the Default Grade to the student.
- f. Options are displayed if a student is a candidate for a degree this term.
- g. If a student has already accepted or declined an Incomplete Grade Contract, the fields under their name are locked and the system will automatically assign the Default Grade when it performs its weekly process.

If you must make a change to a locked contract, contact the registrar’s office.

- h. Click the **Save** link at the bottom of the page once you are finished. You will see an error message if you’ve forgotten to complete any fields.

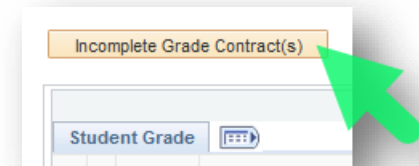
PLEASE NOTE: Once you click Save, the information that you’ve input appears on the student’s myZou page for acceptance or denial.

- i. Click the **Return to Grade Roster** link.
5. Continue entering grades or complete the grading process as described in the [Enter Grades](#) topic.

The screenshot shows a web form for entering student grades. It features two main sections for 'Completion Deadline' and 'Last Updated By'. A green callout box highlights a message: "This student is a candidate for degree this term. The student has two options: 1. Complete the work as defined in the contract by three-weeks after Commencement (if this is a Summer term, by three-weeks after the end of the term, as there is no Commencement). 2. Complete the work within the allowed time by policy and have the degree awarded in the corresponding term." Below this, there are fields for 'Default Grade' (set to 'A'), a text area for 'Work to be completed (CAUTION: the student will be able to view exactly what you enter)', and another 'Completion Deadline' field (set to '03/30/2026'). A second section, highlighted with a green box and labeled 'g', shows a 'Default Grade' set to 'D', a 'Work to be completed' text area, and 'Completion Deadline' (set to '02/21/2026'), 'Last Updated By' (02/18/2026 11:22 AM), and 'Declined by student on' (02/18/2026 11:22 AM). At the bottom, there are buttons for 'Save' (labeled 'h') and 'Return to Grade Roster' (labeled 'i').

View Incomplete Grade Contracts

Faculty can view students' Incomplete Grade Contracts by navigating to the grade roster, selecting the appropriate term, and then clicking the **Incomplete Grade Contracts** link.



Recording an F Grade

Students graded F will prompt for an LDA as described in the [Enter Incomplete Grades](#) topic, but they are not required to complete Incomplete Grade Contract(s) information.

<input type="checkbox"/>	17		F	Non-Degree-N-DG	Freshman	06/30/2022	
<input type="checkbox"/>	18		F	Communication-BA	Senior	07/15/2022	

Recording a U Grade

If a class is set up for Satisfactory/Unsatisfactory grading, U grades will prompt for an LDA as described in the [Enter Incomplete Grades](#) topic but Incomplete Grade Contract(s) information is not required.

<input type="checkbox"/>	19		U	Architectural Studies-MI/General Studies-BGS	Senior		
<input type="checkbox"/>	20		U	Economics-BS	Junior		

End of Topic.

[Return to Top.](#)

Electronic Grade Change

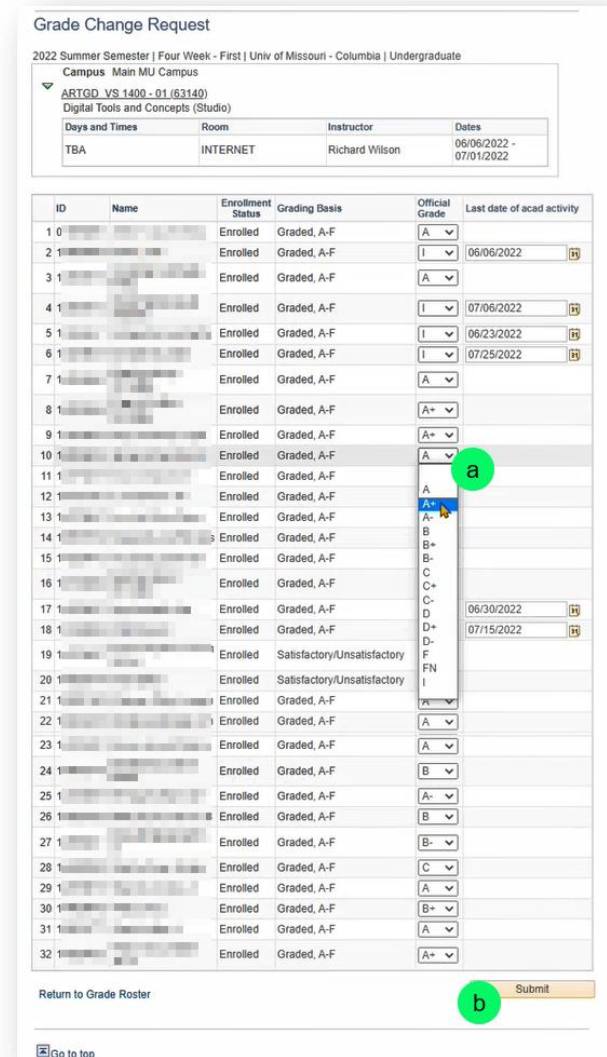
Once grades are posted, you must **request a grade change within one year** to change a student's grade.

Change grades

1. [Navigate to the Grade Roster](#) that contains a grade that you want to change.
2. Click the **Request Grade Change** button in the Grade Roster Action section.



3. The Grade Change Request form appears.
 - a. Expand the Official Grade field for the students whose grades must be changed and select the new grade.
 - b. When you are finished changing grades, click the **Submit** button at the bottom of the grade roster.
 - c. A new column appears on the right of the list, which displays **Success** in the rows of the students whose grades have been changed.



Request Administrative Grade Change

Once a year has passed and grading has begun for the new term, faculty can no longer change electronic grades on the grade roster. The following steps must be taken to request an administrative grade change.

1. In a browser, go to tdx.umsystem.edu/TDClient/41/MUOUR/Requests/ServiceDet?ID=174
2. On the **Administrative Grade Change** page that appears:

The screenshot shows the 'Administrative Grade Change' page. At the top, there is a breadcrumb trail: 'Service Catalog / Faculty/Staff / Grades / Administrative Grade Change'. Below this is the title 'Administrative Grade Change' and a breadcrumb 'grade • administrative'. A green box labeled 'a' highlights a text block: 'Request a grade change that falls outside the parameters of the regular electronic grade change process in myZou. Grade changes may only be made within one year of the original reporting date. After one year grade change requests must be submitted to the Committee for Revision of Records.' To the right of the text block are three buttons: 'Request Service' (labeled 'b'), 'Share', and 'Add to Favorites'.

- a. Read the information about what constitutes an administrative grade change.
- b. Click the **Request Service** button.

3. On the **Administrative Grade Change** form, complete the fields as follows:
 - a. **Acct/Dept:** Do not change the value in this field.
 - b. **Additional Contact (optional):** Enter the individual(s) listed as a contact on a ticket. You may use the **Search** button (magnifying glass) or begin typing a name and click the appropriate employee when they appear below the field.
 - c. **Student Name (required):** Type the full name of the student.
 - d. **Student ID (required):** Type the student's ID.
 - e. **Term (required):** You may start typing and then select from the options that appear or expand the field and select an option from the dropdown menu. Options are Summer, Spring and Fall.
 - f. **Term Year (required):** Enter the term year, e.g. 2024.
 - g. **Course Department (required):** Enter the course department for the grade you want to change.
 - h. **Course Number (required):** Enter the course number for the grade you want to change.
 - i. **Course Title (required):** Enter the course title for the grade you want to change.
 - j. **Grade Change From (required):** Enter the existing grade, e.g. "C-".
 - k. **Grade Change To (required):** Enter the new grade, e.g. "A-".
 - l. **Description (optional):** You may enter a reason that you are requesting a grade change, e.g., "The student was given extra time to hand in the final paper and have it counted in their final grade."
 - m. **Attachment (optional):** You may add any relevant documents.
 - n. When you have finished completing the required fields, click the **Submit** button.
4. The form will be routed to the Office of the Registrar for processing. Once it is processed, you will receive confirmation via your university email account.

The screenshot shows the 'Administrative Grade Change' form with the following fields and annotations:

- a:** Acct/Dept dropdown menu.
- b:** Additional Contact search field.
- c:** Student Name text input field.
- d:** Student ID text input field.
- e:** Term dropdown menu.
- f:** Term Year text input field.
- g:** Course Department text input field.
- h:** Course Number text input field.
- i:** Course Title text input field (pre-filled with 'College Algebra').
- j:** Grade Change From dropdown menu.
- k:** Grade Change To dropdown menu.
- l:** Description text area with a rich text editor toolbar.
- m:** Attachment section with a 'Browse' button.
- n:** Submit button.

Missing Grades

Refer to the [myZou Faculty: Missing Grades](#) quick reference guide for steps demonstrating how to find grades that still need to be entered.

This is the end of the training guide.

[Return to Top.](#)

Appendix

Incomplete Grade Contract Steps for Graduates, et al.

1. Enter incomplete grades as described in the first three steps of the [Enter Incomplete Grades](#) topic.
2. On the **Incomplete Grade Contract(s)** page that opens, perform the following steps:
 - a. Read the important information about Graduate Courses.
 - b. The **Work to be completed** field is optional.
 - c. The **Completion Deadline** field is optional.
 - d. When you are finished, click the **Save** button.
 - e. Click the **Return to Grade Roster** link.

Incomplete Grade Contract(s)

2026 Spring Semester | Regular Academic Session | Univ of Missouri - Columbia | Graduate
AAE 7360 - 02 (51701)
Energy Markets and Regulation (Lect/Stand)

Incomplete Grade Contract(s)

Undergraduate and Professional Courses (DPT and OTD degrees): When assigning an incomplete ("I") grade for undergraduate and for professional courses, instructors must fill out the incomplete grade contract with a detailed completion plan and set a completion deadline for outstanding assignments. Instructors must also submit a default final course grade based on all completed and uncompleted work at the time the "I" is assigned (F or higher); this will become the final course grade in the event the student declines or fails to complete the outstanding work by the end of the incomplete period. Please review the full policy in the [Faculty Handbook](#).

Graduate Courses: When assigning an incomplete ("I") grade for graduate courses, instructors must fill out the incomplete grade contract with detailed completion plan and timeline for outstanding assignments, including an optional completion deadline. The student must finish the incomplete coursework within the next calendar year of residence. If the work is not completed after one calendar year, the request to change an incomplete grade will require an accompanying letter of justification from the instructor. Incomplete grades should not be recorded for research courses (e.g., 8090, 9090). Please review the [Graduate Faculty Policy](#).

Medical Courses: When assigning an incomplete ("I") grade for medical courses, please reference the related sections in the [Student Handbook](#).

Law Courses: When assigning an incomplete ("I") grade for law courses, instructors must check their academic program policies.

Veterinary Medicine Courses: When assigning an incomplete ("I") grade for veterinary medicine courses, faculty should consult the Dean's Office.

Work to be completed (CAUTION: the student will be able to view exactly what you enter)

Completion Deadline
05/01/2026

Last Updated By
TSTINSTR03
05/01/2026 08:51 AM

a

b

c

d

e

Save

Return to Grade Roster

End of topic. The next topic after Incomplete Grade Contract(s) is [View Incomplete Grade Contracts](#).