Grade changes can be made by a faculty member in CampusConnection until the grades are posted by the Academic Records Office. Grade changes AFTER the grade post process has been completed must be submitted through proper documentation to the Academic Records Office.

**Grade Changes Prior to Posting**

1. From Internet Explorer, key in the web address – [www.bismarckstate.edu](http://www.bismarckstate.edu)
2. Click on CampusConnection
3. Click
4. Enter NDUS User ID (Ex. Sara.Doe)
5. Enter Password (Setup during the Claiming Account process)
6. Click **Sign In**

7. FROM THE MAIN MENU
8. Click **Self-Service**
9. Click **Faculty Center**
10. Click **My Schedule**

11. Verify the correct term is displayed.

12. Click on the **My Schedule** tab to view the course for which you want to change grades.
13. Change the Approval Status: from Approved back to Not Reviewed

14. Make the necessary grade change(s)

15. Click save

16. Change the Approval Status: from Not Reviewed to Approved

17. Click save

Grade Changes After Posting

Grade changes made AFTER grades have been posted by Academic Records must be completed in writing. Please refer the following website for instructions.
http://www.bismarckstate.edu/current/records/facultyresources/

Changing Final Grade Policy can be found online at:
http://www.bismarckstate.edu/staff/humanresources/policiesprocedures/studentpolicies/