

# Campus Solutions Requesting a Grade Change

## To request a change to a posted grade:

1. Go to the [HWS PeopleSoft Website](#)
2. Click **Campus Solutions**
3. Log in with your **HWS username and password**

Simply select from the list of PeopleSoft environments below and log in using your HWS credentials.

CAMPUS SOLUTIONS

4. On the Campus Solutions home page, click the tile **Teaching and Advising**

Teaching and Advising



5. Be sure you are viewing the **current term** (change the term, if necessary)

My Schedule

Fall 2024 | Hobart and William Smith

Change Term

View Personal Data Summary

6. On the class to grade, click the **Grade Roster** button

The official (posted) grade for each student is displayed.

My Teaching Schedule > Fall 2024 > Hobart and William Smith

Personalize | View All | [2]

	Class	Class Title	Enrolled	Days & Times
	ENG 266-01 (4309)	Modernist American Poetry (Lecture)	16	TuTh 1:10PM - 2:40PM
	FSEM 142-01 (4317)	Pop Culture (Seminar)	16	TuTh 8:40AM - 10:10AM

7. Click the **Request Grade Change** button

Display Options

\*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

\*Approval Status Approved

Posted

Request Grade Change

Personalize | Find | View All | [2] | First 1-16 of 16 Last

Student Grade	Transcript Note	ID	Name	Chosen Pronoun	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Posted
<input type="checkbox"/>		1	[REDACTED]	She/Her/Hers	B	B	ANC	William Smith College - Undeclared	First Year	Posted
<input type="checkbox"/>		2	[REDACTED]	He/Him/His	I	A	ANC	Hobart College - Undeclared	First Year	Posted

8. In the Official Grade column, next to the grade to be changed, use the dropdown menu to change the **grade**

Grades may be changed for multiple students.

ID	Name	Enrollment Status	Grading Basis	Official Grade
1	[REDACTED]	Enrolled	ABC/NC Grading	B
2	[REDACTED]	Enrolled	ABC/NC Grading	C+
3	[REDACTED]	Enrolled	ABC/NC Grading	B+
4	[REDACTED]	Enrolled	ABC/NC Grading	A

Return to Grade Roster

Submit

9. When all grades are correct, click **Submit**

A Success message is displayed next to each changed grade.

When you return to the Grade Roster, the changed grade is reflected in the Official Grade column.

ID	Name	Enrollment Status	Grading Basis	Official Grade	
1	[REDACTED]	Enrolled	ABC/NC Grading	B	
2	[REDACTED]	Enrolled	ABC/NC Grading	C+	Success
3	[REDACTED]	Enrolled	ABC/NC Grading	B+	Success