Updating Grading Basis to COVID S/U Grading

Step 1: Log into MyBGSU

Step 2: Click on Student Center Link

Step 3: Click on Classes and Registration tile
**Step 4:** Click on **Update Classes** on left navigation

**Step 5:** Make sure **Fall 2020** is selected. In dropdown, select the class to which the grading option should be updated.

**Step 6:** Click **Proceed to Step 2 of 3** box once class is selected
Step 7: Click on dropdown next to **Grading** and select COVID-19.

![Image showing dropdown selection](image1.png)

**Please note:** Selecting COVID-19 will update grading basis of selected class to S/U but will not count towards the total number of opted hours of S/U.

Step 8: Click Next

![Image showing next button](image2.png)

Step 9: Click on Finish Editing. Make sure to verify the ‘Original Value’ is correctly updated to the ‘New Value’

![Image showing finish editing button](image3.png)
**Step 10:** Verify that the request was processed successfully.

**Important Notes:**
When viewing classes on View My Classes, the grading basis will be listed.