

Updating Grading Basis to COVID S/U Grading

Step 1: Log into MyBGSU

Step 2: Click on **Student Center** Link

The screenshot shows the MyBGSU Home page. The top navigation bar includes 'MyBGSU', 'Home', and 'Em'. A sidebar on the left lists various links: Welcome, Home, Libraries, Faculty, Advisor, Employees, IT Service Desk, and AlertBG. The main content area features a large announcement about Duo for email being mandatory as of October 8. Below this, there's a section titled 'Turn ON Two Factor Authentication for email now'. The 'Student Center' link is highlighted with a red box. Other visible links include 'Libraries', 'Housing & Residence Life', 'Welcome to Online Learning', 'New Student: Orientation', 'Orientation Reservation', 'Placement Tests', 'Social and Academic Life Survey', and 'Navigate'.

Step 3: Click on **Classes and Registration** tile

The screenshot shows the Student Center dashboard. The top navigation bar includes 'Student Center'. The dashboard is divided into several tiles: Profile, Action Items, My Account, Financial Aid, Degree Progress, Academics, Classes & Registration, and Advisors. The 'Classes & Registration' tile is highlighted with a red box. It displays 'Fall 2020' and '6 Credit Hours'. Below this, it says 'Enrollment questions? Contact your college office or advisor.' and 'Search, Add/Drop, Schedule Builder, Final Exams'. The 'Advisors' tile lists Shelley Moore (Faculty Mentor/Advisor) and Leanne Huckaby (eCampus Advisor).

Step 4: Click on **Update Classes** on left navigation

Student Center **Classes & Registration**

Select Display Option ☒ List View ☐ Weekly Calendar View

Fall Semester 2020 | Undergraduate | Bowling Green State University

▼ Class Schedule Filter Options

- ☒ Show Enrolled Classes
- ☒ Show Dropped Classes
- ☒ Show Waitlisted Classes

Filter

TECH 4210 - Technological Forecasting

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Graded		

Class Nbr	Section	Component	Days & Times	Location	Instructor	Start/End Date
74890	401W	Lecture	Arrange with Instructor	Web Based - Main Campus	Shelley Moore	08/31/2020 - 10/16/2020

Campus	Instruction Mode
eCampus	Online

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

Student Center **Classes & Registration**

1. Select a class to edit

Select the class to modify and select Proceed to Step 2 of 3 to change your class preferences.

Fall Semester 2020 | Undergraduate | Bowling Green State University

Classes you are allowed to edit

Select from your schedule **TECH 4210: Technological Forecasting**

Proceed to Step 2 of 3

► My Fall Semester 2020 Class Schedule

Step 6: Click **Proceed to Step 2 of 3** box once class is selected

Student Center **Classes & Registration**

1. Select a class to edit

Select the class to modify and select Proceed to Step 2 of 3 to change your class preferences.

Fall Semester 2020 | Undergraduate | Bowling Green State University

Classes you are allowed to edit

Select from your schedule **TECH 4210: Technological Forecasting**

Proceed to Step 2 of 3

► My Fall Semester 2020 Class Schedule

Step 7: Click on dropdown next to **Grading** and select COVID-19.

Student Center | **Classes & Registration**

1. Select a class to edit - Enrollment Preferences
Fall Semester 2020 | Undergraduate | Bowling Green State University
TECH 4210 - Technological Forecasting

Class Preferences

TECH 4210-401W Lecture ● Open

Session E-Campus 7 Week - First

Career Undergraduate

Permission Nbr

Grading: Graded (dropdown menu open showing: Graded, Audit, **COVID-19**, Graded)

Units: Graded (dropdown menu open showing: Graded)

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

Student Center | **Classes & Registration**

1. Select a class to edit - Enrollment Preferences
Fall Semester 2020 | Undergraduate | Bowling Green State University
TECH 4210 - Technological Forecasting

Class Preferences

TECH 4210-401W Lecture ● Open

Session E-Campus 7 Week - First

Career Undergraduate

Permission Nbr

Grading: COVID-19 (dropdown menu)

Units: 3.00

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

Student Center | **Classes & Registration**

Select Finish Editing to process your edit request. To exit without making changes to this class, select Cancel.

Fall Semester 2020 | Undergraduate | Bowling Green State University

Class Attribute	Original Value	New Value
Grade Option	Graded	COVID-19 S/U Grading

Step 10: Verify that the request was processed successfully.

Student Center

Classes & Registration

View My Classes

View My Exam Schedule

Shopping Cart

Class Search

Add Classes

Drop Classes

Update Classes

Browse Course Catalog

View the results of your enrollment request. Select fix errors to try and correct the problems listed.

Fall Semester 2020 | Undergraduate | Bowling Green State University

✓ Success: Class updated

✗ Error: Unable to update class

Fall Semester 2020 Enrollment Shopping Cart

Class	Message	Status
TECH 4210	Success: This class has been updated.	✓

My Class Schedule

Important Notes:

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

Student Center

Classes & Registration

View My Classes

View My Exam Schedule

Shopping Cart

Class Search

Add Classes

Drop Classes

Update Classes

Browse Course Catalog

Schedule Builder

View My Books

Withdraw From Term

Community Enrollment

Select Display Option

List View

Weekly Calendar View

Fall Semester 2020 | Undergraduate | Bowling Green State University

Class Schedule Filter Options

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