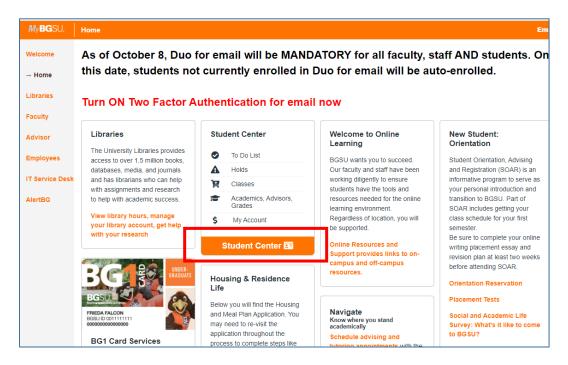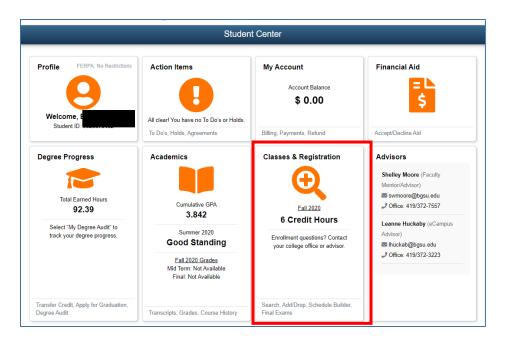# Updating Grading Basis to COVID S/U Grading

Step 1: Log into MyBGSU
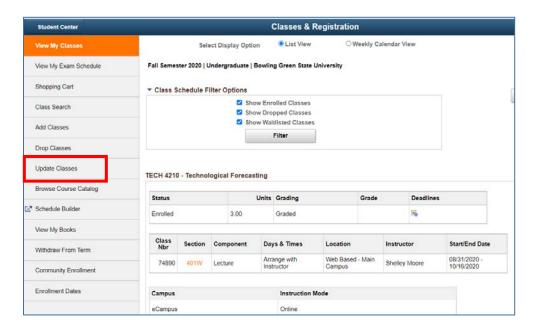
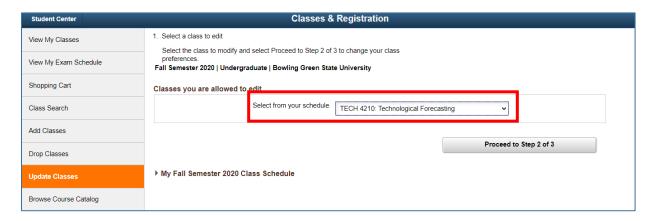**Step 2:** Click on **Student Center** Link

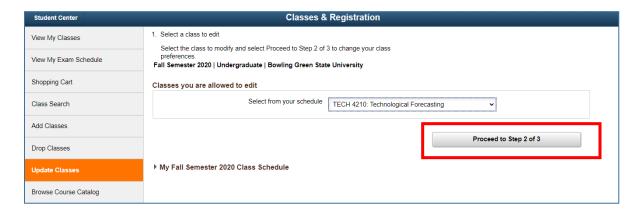**Step 3:** Click on **Classes and Registration** tile

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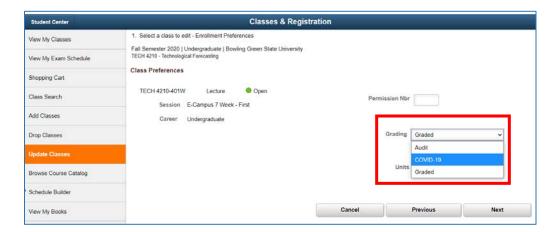

Step 5: Make sure Fall 2020 is selected. In dropdown, select the class to which the grading option should be updated.

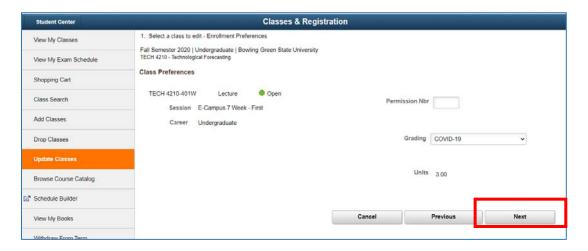**Step 6:** Click **Proceed to Step 2 of 3** box once class is selected

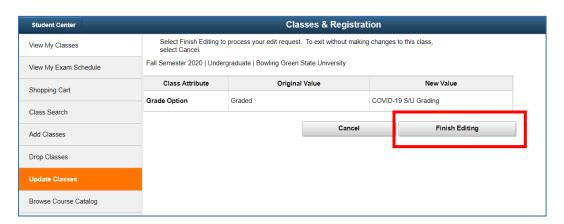**Step 7:** Click on dropdown next to **Grading** and select COVID-19.

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.
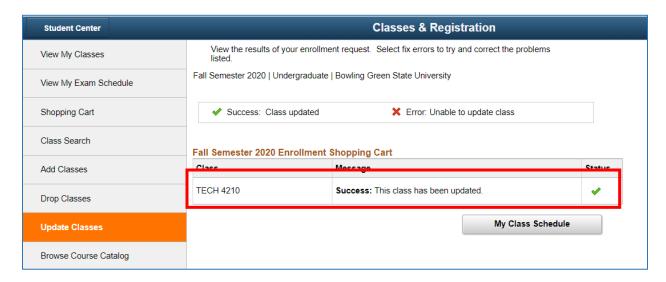
Step 8: Click Next

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

Step 10: Verify that the request was processed successfully.

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