



ONLINE CHANGE OF GRADE (COG)

When the grading period ends, OUR will run a process to post the grades to the individual student records, at which time they will be visible to students. Any changes after the grading period ends must be made via this grade change process.

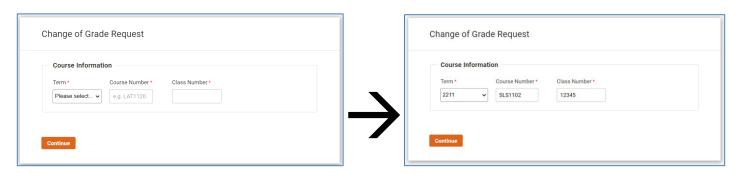
For more Grades documentation, please visit the <u>HR Toolkit</u>.

Notes:

- This process can only be used for grades submitted in Fall 2018 and later. Grades submitted prior to Fall 2018 must be submitted via memo through the secure upload. Please contact your college if you need assistance.
- All instructors who were given Grades Security have access to submit a COG for that class
 - Department and College Grades Approvers can also submit these changes on behalf of their instructors

NAVIGATION

Go to https://uf.tfaforms.net/f/cog1



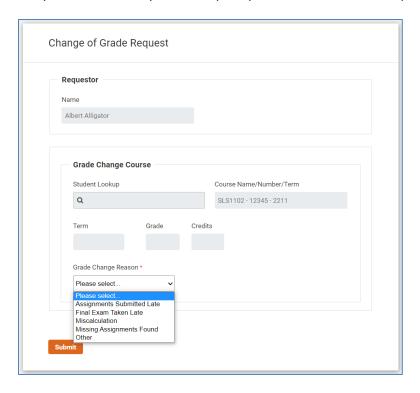
- 1. Select Term (format is MDYT: Millennium, Decade, Year, Term. Ex: 2211 for Spring 2021)
- 2. Select Course Number (format: ABC1234)
- 3. Select Class Number (format: 12345)
- 4. Click Continue
- 5. Select the student from the **Dropdown** Menu.
 - a. You may also type in any part of the Student's Name or UFID

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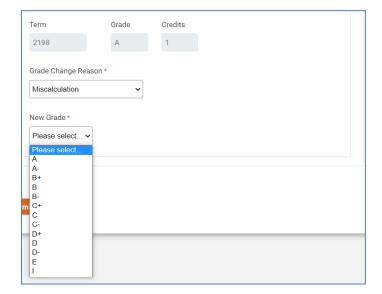


- 6. Select the Grade Change Reason
 - a. Reasons are Assignments Submitted Late, Final Exam Taken Late, Miscalculation, Missing Assignments Found, or Other
 - i. Note: If you select Other, you will be prompted with a text box to explain

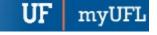


7. Select the New Grade

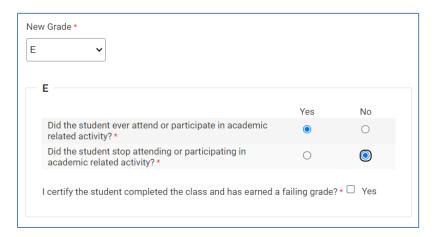
- a. Note: the correct Grading Basis will be automatically selected
- b. If your class offers Writing Requirement, you will be asked for that grade as well.







c. Note: if you select an E or a U grade, you will be prompted to answer the E/U questions (the same ones found on the Grading Roster)



8. Click Submit

FOR ADDITIONAL ASSISTANCE

Technical Issues Policies and Directives
The UF Computing Office of the University
Help Desk Registrar

352-392-HELP 352-392-1374 helpdesk.ufl.edu registrar.ufl.edu

grades@registrar.ufl.edu

IMPORTANT!

- For up-to-date information, click on the HR Toolkit for other documentation
- During the original grading window, if a grade was left blank, the system automatically populated an N* grade for the student.
- If a student has dropped the class or withdrawn from the university, the grade of **W** will be entered for the student and a petition will be needed to change the grade.

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