

Submitting Corrections to Grade Rosters

Once a grade roster is posted in the web grading system, any corrections must be submitted outside of web grading. For individual corrections, a Change of Record form should be submitted. For grade rosters with a calculation error that affects a large number of grades (eg, more than 10), instructors should submit a corrected roster as an Excel spreadsheet using the Large File Transfer system.

To submit your corrected electronic grade roster, follow these steps:

1. Create an excel spreadsheet in the following format:
 - First column: student number
 - Second column: previous, inaccurate grade
 - Third column: corrected grade
 - Third column: last date of attendance for any F grades for corrected grades (otherwise leave blank)
2. Access CU's Large File Transfer service at <https://filetransfer.colorado.edu>
 - Log in with your CU login name (or first.last@colorado.edu e-mail address) and IdentiKey password
 - If you have trouble logging in, call OIT at 5-HELP
3. Click the **Send File** tab
4. Click **Run** on the pop-up window to run the file transfer application
5. Complete the **Send File Form** as follows:

To: registrar@colorado.edu
Subject: "Corrected Grade Roster for CourseSubject-number-section" eg: "Corrected Grade Roster for ECON2010-100"
6. Click **Choose File** and browse to your saved file
7. In the body of the message include the following information, so we have your written permission to correct your grades:

Dear Office of the Registrar,

Please accept my corrected grades in the attached spreadsheet for the course, (your course information: subject, number, section). I and/or other instructors for this class have corrected and assigned these grades and just need you to correct them in the system for me.

The last date of attendance for any F grades is noted in the attached file. I understand that my grade roster correction is not complete if any required data is missing from my spreadsheet.

Thank you,
(Your Name)
(Best phone number to reach you in case of questions)
8. Click **Send** to submit the grade roster.