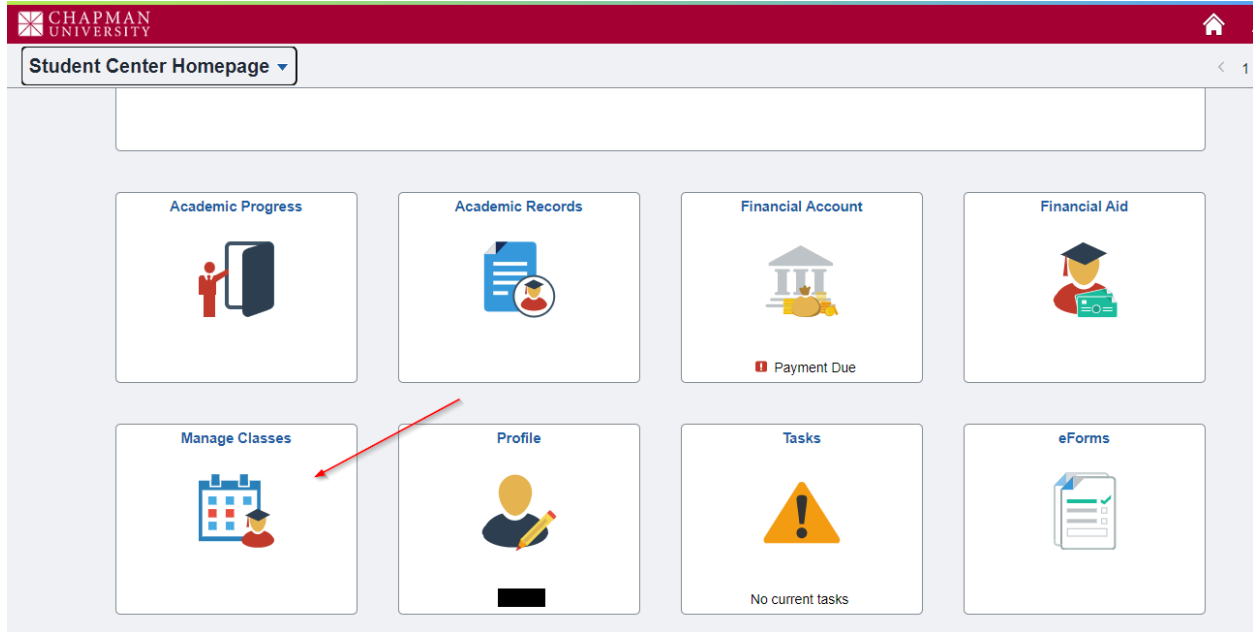
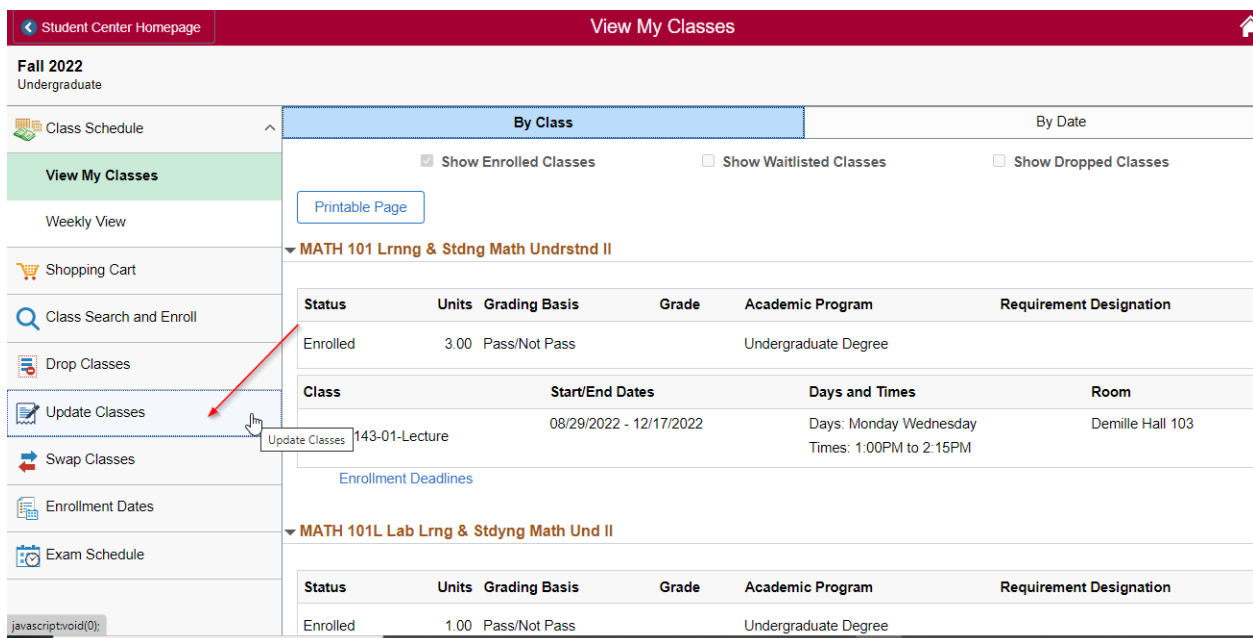


## Updating A Class Variable Credits and Grading Option

1. Click on the Manage Classes tile.



2. Click on Update Classes in the column on the left.



- Classes that can be updated (variable credit and grading option) will be listed here. Select the class that you want to update.

The screenshot shows the 'Update Classes' interface. On the left is a navigation menu with options: Class Schedule, View My Classes, Weekly View, Shopping Cart, Class Search and Enroll, Drop Classes, and Update Classes (highlighted). The main area is titled 'Choose classes to update' and contains a table with the following data:

Class	Description	Days and Times	Units	Status
Class: 1644-01-Lecture	HIST 110 Western Civ.Mesopotamia-Renai	Monday Wednesday 5:30PM to 6:45PM	3.00	Enrolled
Class: 2055-01-Priv Inst	MUS 103 Guitar	To be Announced	2.00	Enrolled
Class: 3384-01-Activity	MUS 322A Small Ensemble: Guitar	Saturday 11:00AM to 1:00PM	0.50	Enrolled

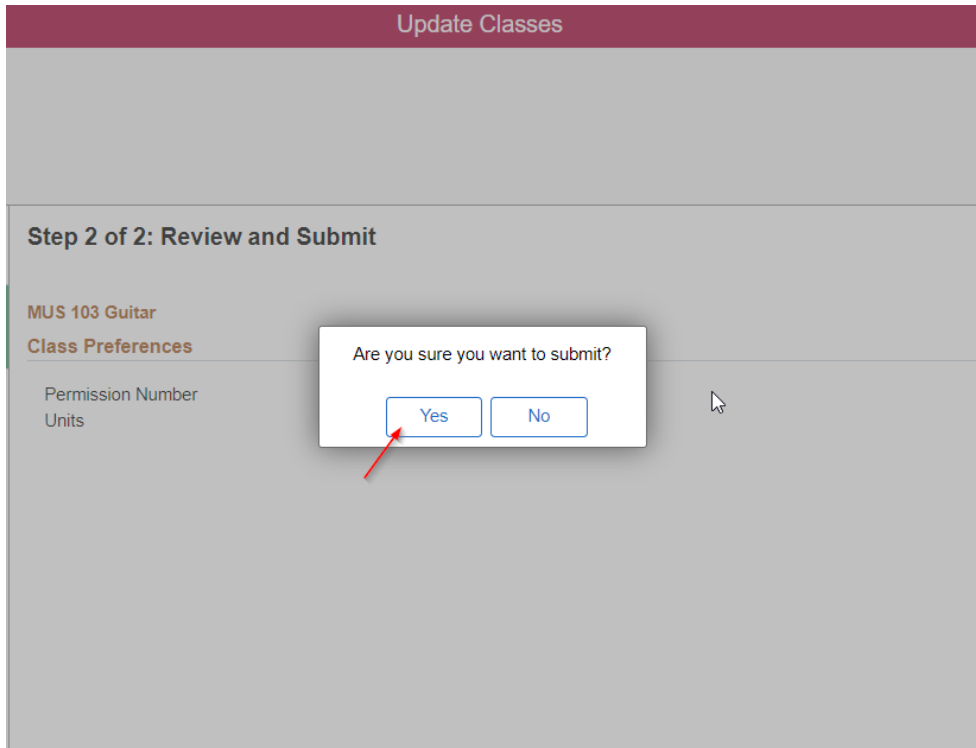
- Click on the drop-down menu to change the credit amount for variable credit classes. Then click Accept.

The screenshot shows 'Step 1 of 2: Class Preferences' for 'MUS 103 Guitar'. The class is 'Class: 2055-01-Priv Inst - Open'. There is a 'Permission Number' field. Below it is a 'Units' dropdown menu currently set to '1.00'. A red arrow points to the dropdown arrow, and another red arrow points to the 'Accept' button in the top right corner.

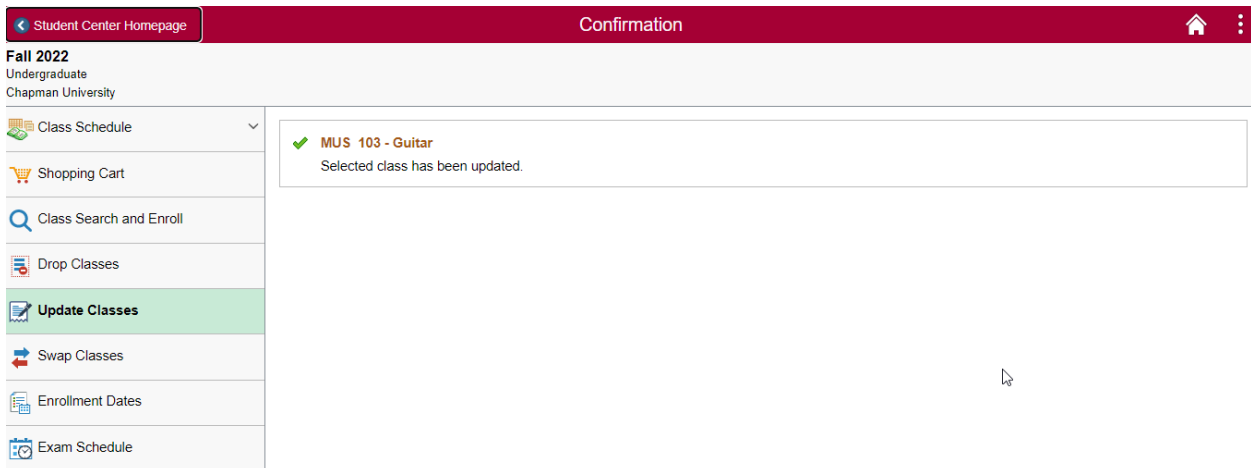
- Review the changes then click Submit.

The screenshot shows 'Step 2 of 2: Review and Submit' for 'MUS 103 Guitar'. The 'Class Preferences' section shows 'Permission Number' as 'None' and 'Units' as '2.00'. A red arrow points to the 'Submit' button in the top right corner. A 'Previous' button is also visible in the top right.

6. It will ask you once more to approve. Click Yes.

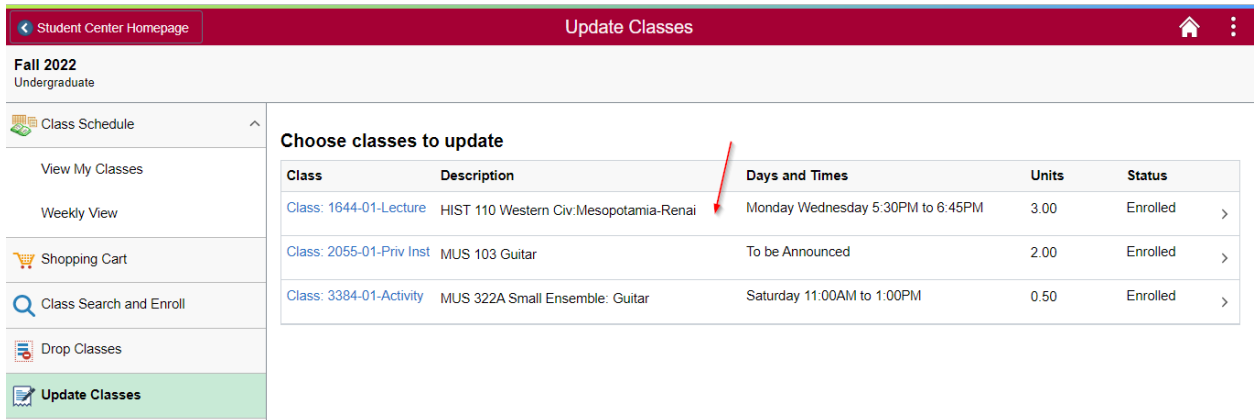


7. The Confirmation Page will show you if the changes were processed or if there was an error.



## Updating the Grading Option

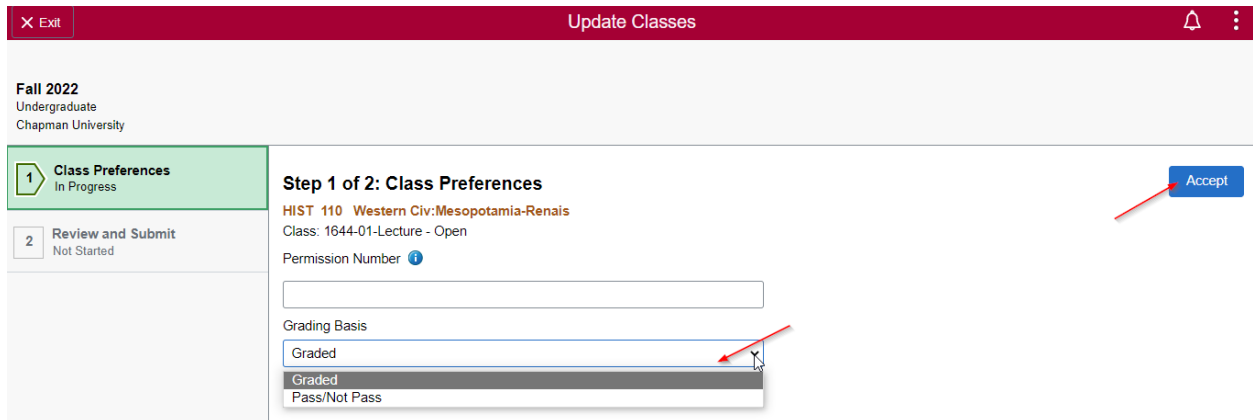
8. If you want to change the grading option on a class, the process is the same. Select the class.



The screenshot shows the 'Update Classes' page for Fall 2022 Undergraduate. A sidebar on the left contains navigation options: Class Schedule, View My Classes, Weekly View, Shopping Cart, Class Search and Enroll, Drop Classes, and Update Classes (highlighted in green). The main content area is titled 'Choose classes to update' and contains a table with the following data:

Class	Description	Days and Times	Units	Status
Class: 1644-01-Lecture	HIST 110 Western Civ.Mesopotamia-Renai	Monday Wednesday 5:30PM to 6:45PM	3.00	Enrolled
Class: 2055-01-Priv Inst	MUS 103 Guitar	To be Announced	2.00	Enrolled
Class: 3384-01-Activity	MUS 322A Small Ensemble: Guitar	Saturday 11:00AM to 1:00PM	0.50	Enrolled

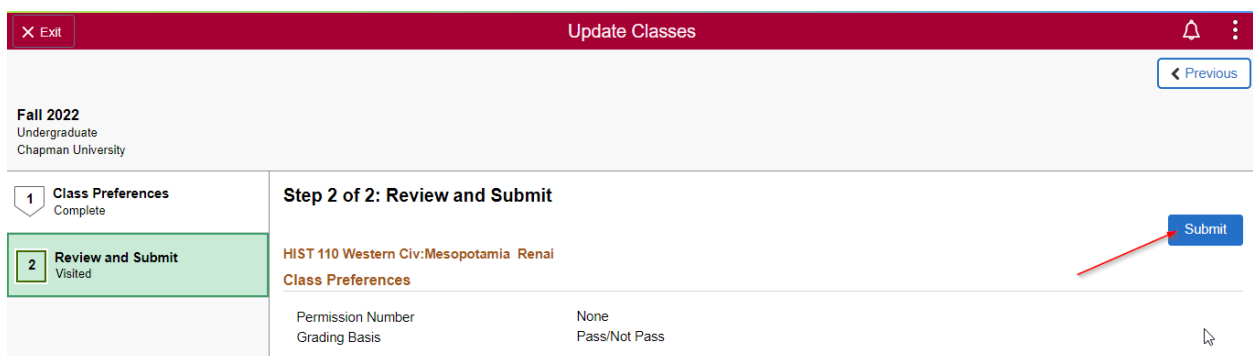
9. Click on the drop-down menu and select Graded or Pass/Not Pass then click Accept.



The screenshot shows the 'Step 1 of 2: Class Preferences' form for HIST 110 Western Civ.Mesopotamia-Renais. The form includes a progress indicator on the left with 'Class Preferences' (In Progress) and 'Review and Submit' (Not Started). The main form area contains the following fields and options:

- Class: HIST 110 Western Civ.Mesopotamia-Renais
- Class: 1644-01-Lecture - Open
- Permission Number (info icon)
- Grading Basis dropdown menu with options: Graded, Graded, Pass/Not Pass. A red arrow points to the 'Pass/Not Pass' option.
- Accept button (highlighted with a red arrow).

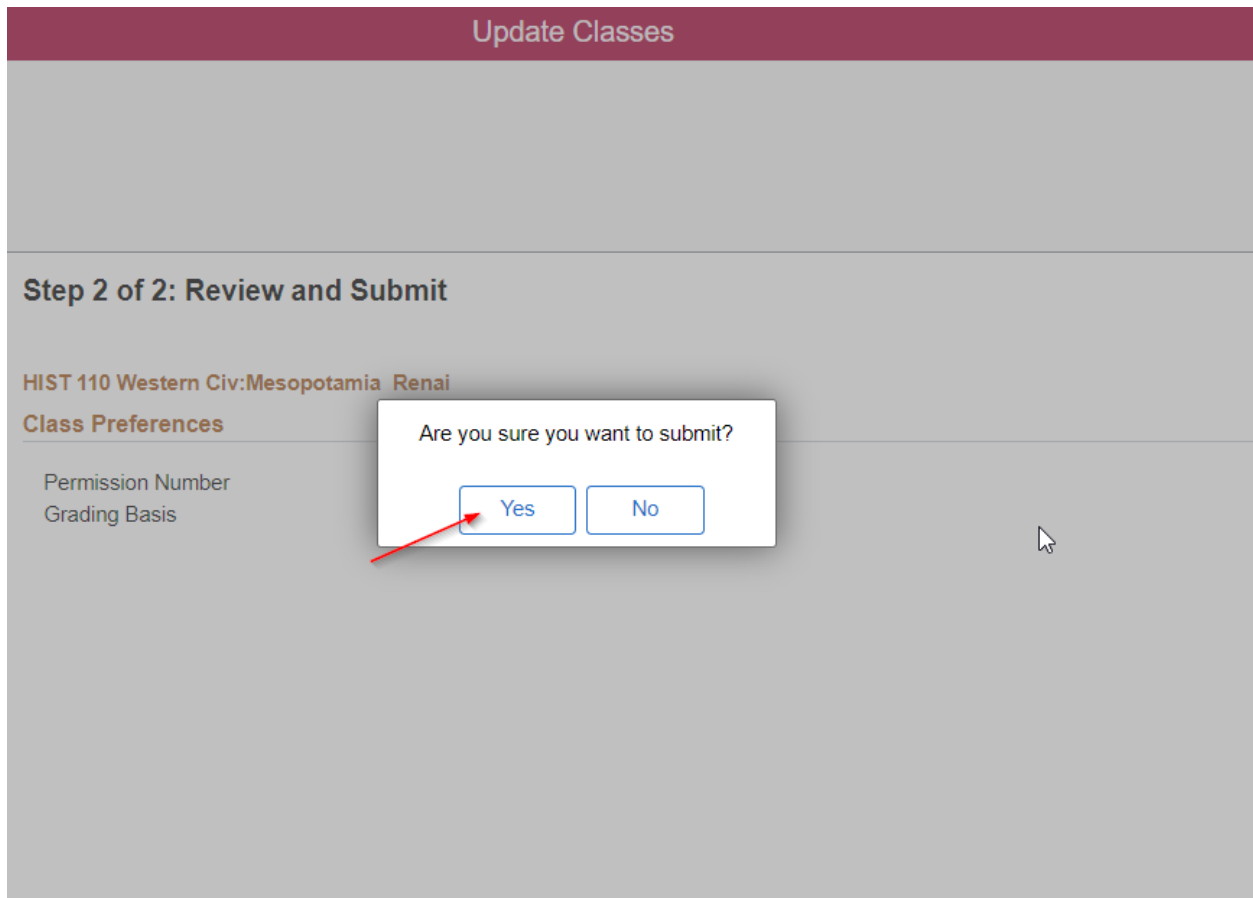
10. Review the changes and click Submit.



The screenshot shows the 'Step 2 of 2: Review and Submit' form for HIST 110 Western Civ.Mesopotamia Renai. The progress indicator on the left shows 'Class Preferences' (Complete) and 'Review and Submit' (Visited). The main form area contains the following information:

- Class: HIST 110 Western Civ.Mesopotamia Renai
- Class Preferences
- Permission Number: None
- Grading Basis: Pass/Not Pass
- Submit button (highlighted with a red arrow).

11. It will ask you once more to approve. Click Yes.



12. The Confirmation Page will show you if the changes were processed or if there was an error.

