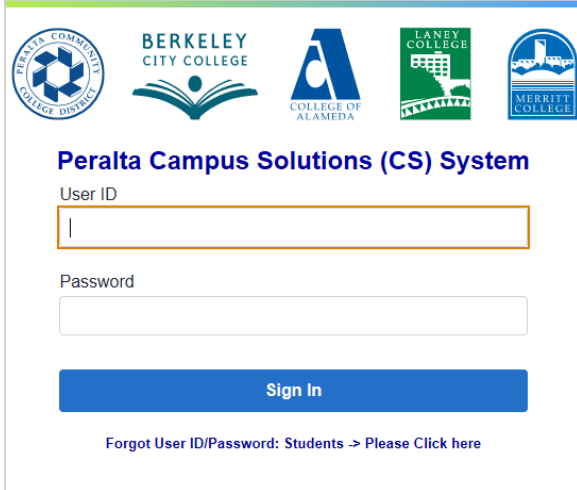


HOW TO UPDATE A CLASS GRADING OPTION

This guide will show you how to change the grading value for a class.
(Please review the Academic Calendar for Grading Option deadlines)

1. Go to <https://sa.peralta.edu> and log in to your Student Homepage:



Peralta Campus Solutions (CS) System

User ID

Password

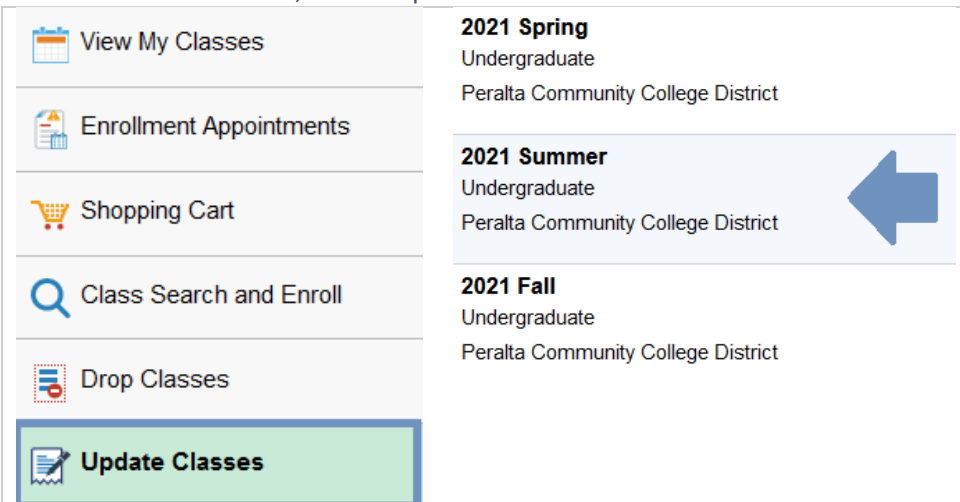
Sign In

[Forgot User ID/Password: Students -> Please Click here](#)

2. Click the 'Manage Classes' tile:



3. From the left-hand menu, select 'Update Classes' and select a term:



Update Classes

2021 Spring
Undergraduate
Peralta Community College District

2021 Summer
Undergraduate
Peralta Community College District

2021 Fall
Undergraduate
Peralta Community College District

4. Select the class you want to update (only classes with the option to change the grading basis will be available in this section):

<ul style="list-style-type: none"> View My Classes Enrollment Appointments 2 Shopping Cart Class Search and Enroll Drop Classes Update Classes 	<h3>Choose classes to update</h3> <table border="1"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Days and Times</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Lecture - 30444</td> <td>COMM 1A INTRO TO SPEECH</td> <td>To be Announced</td> <td>3.00</td> <td>Enrolled ></td> </tr> </tbody> </table>	Class	Description	Days and Times	Units	Status	Lecture - 30444	COMM 1A INTRO TO SPEECH	To be Announced	3.00	Enrolled >
Class	Description	Days and Times	Units	Status							
Lecture - 30444	COMM 1A INTRO TO SPEECH	To be Announced	3.00	Enrolled >							

5. In Step 1 of 2, choose from the Grading Basis drop-down menu, then click the 'Accept' button:

<ul style="list-style-type: none"> 1 Class Preferences In Progress 2 Review and Submit Not Started 	<h3>Step 1 of 2: Class Preferences</h3> <p>COMM 1A INTRODUCTION TO SPEECH Lecture - 30444 - Open</p> <p>Permission Number ⓘ</p> <input type="text"/> <p>Grading Basis</p> <ul style="list-style-type: none"> Graded Graded Pass/Not Pass 	
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6. In Step 2 of 2 you will review the information before submitting the request to update the grading option. If everything looks correct, click the 'Submit' button and then click 'Yes' to confirm:

<ul style="list-style-type: none"> 1 Class Preferences Complete 2 Review and Submit Visited 	<h3>Step 2 of 2: Review and Submit</h3> <p>COMM 1A INTRO TO SPEECH</p> <p>Class Preferences</p> <hr/> <p>Permission Number None</p> <p>Grading Basis Pass/Not Pass</p>	
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You will receive a message confirming the class has been updated:

COMM 1A - INTRODUCTION TO SPEECH
Selected class has been updated.