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

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

5. Review the changes then click Submit.
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.

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

10. Review the changes and click Submit.
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.