

Instructor Initiated eGrade Change Request

Overview

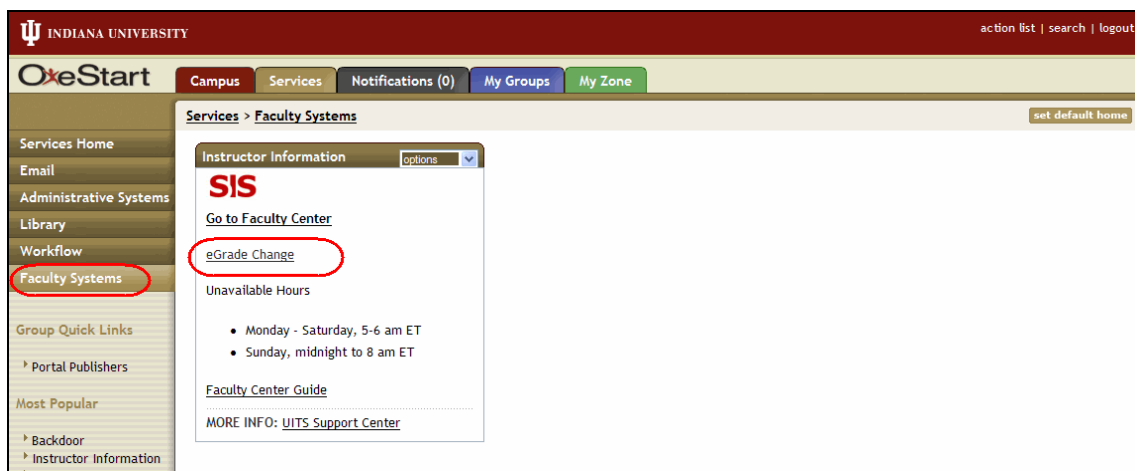
This process will allow an instructor to electronically change a grade. The eGrade document is routed electronically to the same people who previously signed the forms. The electronic routing is called a path. Campus participation varies so check with the Registrar's Office on your campus if you have questions about how best to submit a grade change.

- "Nodes" of approval are set at each campus, according to their academic policies and will include some or all of the following:
 1. Course Authority (Department offering the course)
 2. Course Dean Authority (Dean of School offering the course)
 3. Academic Affairs Committee Chair
 4. Vice Chancellor Academic Affairs
 5. Academic Authority (Dean of Student's current school/program)
 6. Registrar 1 (First level of approval in Registrar's office)
 7. Registrar 2 (Second level of approval in Registrar's office)
 8. Veteran's Affairs notification (Only if student has a VA student group code)
- Once approved and the SIS enrollment table is updated, e-mail confirmations are sent to the University email address of the student and the instructor.

Steps

Instructor Initiated eGrade Change Request

1. Log into OneStart.
2. Click **Faculty Systems** in the left side menu.



3. Click **eGrade Change**.

Instructor Initiated eGrade Change Request

Instructor Initiated Grade Change

Instructor: Instructor, John

Please select the Term for your request.

6 items found, displaying all items.1

Select?	Term	Institution
<input type="radio"/>	Summer 2007	Southeast
<input type="radio"/>	Spring 2007	Southeast
<input type="radio"/>	Fall 2006	Southeast
<input type="radio"/>	Summer 2006	Southeast
<input type="radio"/>	Spring 2006	Southeast
<input type="radio"/>	Fall 2005	Southeast

[continue](#)

4. Select the correct **Term** for the grade you would like to change.

5. Click [continue](#).

Instructor Initiated Grade Change

Instructor: Instructor, John
Institution: Southeast
Term: Summer 2007

ROSTER(S) NOT AVAILABLE FOR GRADE CHANGE UNTIL ROSTER STATUS IS APPROVED AND POSTED

Please select Class for your request.

Select	Course Title	Subject	Catalog Nbr	Class Nbr	Career	Session	Roster Status
<input type="radio"/>	CREATIVE WRITING	ENG-W	203	10820	Undergraduate	Summer Session 1	Approved and Posted
<input type="radio"/>	TECH REPORT WRITING	ENG-W	234	11538	Undergraduate	Summer Session 1	Approved and Posted

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6. Select the class for which the grade needs to be changed. Only rosters in **Approved** and **Posted** status are available to change.

7. Click [continue](#).

Instructor Initiated eGrade Change Request

Instructor Initiated Grade Change

Instructor: Instructor, John
Term: Summer 2007
Session: Summer Session 1
Institution: Southeast
Course: ENG-W 203 - CREATIVE WRITING
Class Nbr: 10820

Please select the Student for your request.

10 items found, displaying all items.1

Select?	Name	ID	Units	Grade	Grading Basis	Grading Basis Description
<input type="radio"/>	Doe,David Edward	0000011111	3	A	GR1	Graded
<input type="radio"/>	Doe,Erik Edward	0000022222	3	A	GR1	Graded
<input type="radio"/>	Doe,Grace Kathryn	0000033333	3	F	GR1	Graded
<input type="radio"/>	Doe,Hannah Lee	0000044444	3	A-	GR1	Graded
<input type="radio"/>	Doe,Jacob Matthew	0000055555	3	F	GR1	Graded
<input type="radio"/>	Doe,John Frank	0000077777	3	B	GR1	Graded
<input type="radio"/>	Doe,Katelyn Maureen	0000088888	3	A-	GR1	Graded
<input type="radio"/>	Doe,Kyle James	0000099999	3	A-	GR1	Graded
<input type="radio"/>	Doe,Luke Robert	0000010101	3	A	GR1	Graded
<input type="radio"/>	Doe,Megan Lynn	0000011112	3	B+	GR1	Graded

8. The list of students with a grade for that class will be displayed. Select the radio button next to the correct student.

NOTE: If a button is not displayed next to a particular student, that campus does not allow that type of grade change electronically. You should follow the paper grade change procedure for your campus.

9. Click .

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Instructor Initiated Grade Change

Instructor: Instructor, John
Term: Summer 2007
Session: Summer Session 1
Institution: Southeast
Course: ENG-W 203 - CREATIVE WRITING
Class Nbr: 10820

Current Academic Record

Name	ID	Units	Grading Basis	Current Grade
Doe, Grace Kathryn	0000033333	3	GR1	A

Change Course Grade to:

Select Grade Select Reason for Grade Change

10. Select the new grade from the **Select Grade** drop down menu. The grades that appear in this menu are subject to your configuration settings (the types of grade changes that are allowed electronically). If you do not see the grade you are looking for in the drop down, you should follow the paper grade change procedure for your campus.
11. Select a reason for the grade change from the **Select Reason for Grade Change** drop down menu. This is a required field.
12. Click .

Instructor Initiated Grade Change

Instructor: Instructor, John
Term: Summer 2007
Session: Summer Session 1
Institution: Southeast
Course: ENG-W 203 - CREATIVE WRITING
Class Nbr: 10820

Current Course Information:

Name	ID	Units	Grading Basis	Current Grade
Doe, Grace Kathryn	0000033333	3	GR1	A

You are requesting a grade change from a A to a A- for the reason of *Miscalculation of Grade*
Rationale for grade change (required):

I have reviewed the grade change request and wish to proceed.

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13. If an **FN** is selected as the new grade, the **last date of attendance** must be entered.
14. Type in notes in the **Rationale for grade change (required)** text box. This field is required.
15. Click **submit for approval** to finalize the request. The request will then go to workflow for routing to the approvals specified for your campus.
16. Once the request has been submitted, the final confirmation page is displayed containing the **Document ID** which can be used for tracking in workflow.

Instructor Initiated Grade Change		Document ID:	1082087	Status:	ENROUTE
Initiator:	j instructor	Created:	2007-11-06 15:45:04.0		
Instructor:	Instructor, John				
Term:	Summer 2007				
Session:	Summer Session 1				
Institution:	Southeast				
Course:	ENG-W 203 - CREATIVE WRITING Class Nbr: 10820				
Request to change grade on following course was submitted:					
Document Id: <u>1082087</u>					
Student:	Doe, Grace Kathryn				
Student Id:	0000033333				
Units:	3				
Old Grade:	A				
New Grade:	A-				
Reason:	Miscalculation of Grade				
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17. Once the request is finalized, the instructor (and/or initiator) and the student will receive an email message notifying them that the change is complete in SIS.

Additional Information

- The operator ID, creation date, and comment text are stored.
- If you do not see your student on the roster, it could be that he/she added the class after the roster was posted.
 - Once the grade roster has been posted any drops or adds to the roster do not show on the roster, but are in enrollment. Please call the Registrar's Office on your campus and ask them to look up the student to determine if he/she enrolled late. If the student was indeed a late enrollee, you can either:
 - A. Use the paper Change of Grade form.
 - B. Contact an administrator who has security to change the student's grade through eGrade Change. An administrator will be able to process the change electronically because they start by entering the student's ID whereby all of that student's classes will be available for grade changes.

Other Resources

Workflow online demonstration/tutorial and job aids:

http://ses.indiana.edu/campusServices/sisTraining/SIS9.0_onlineHelp/job_aids/sr/eDocs/