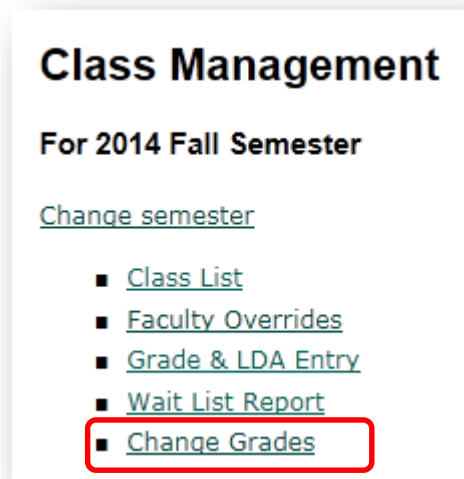





CHANGE GRADES

Change Grades

Faculty Members can submit a proposed course grade change for a student from all courses they are teaching, or have taught, within the selected semester. This grade change is not official until someone manually submits the grade change to ISRS.



 **NOTE:** This form is available for faculty members that are instructors of courses in the year/term that is being accessed.

Click on the Change Grade link.

Grade Change Request

After Clicking on the *Change Grade* Link, the link will access a new application. The *Grade Change Request* page will display.



Grade Change Request

Year/Term: 20153 - 2014 Fall Semester

Course ID	Subject	Course #	Section #	Title	Change Grades
153123	ACCT	1100	01	Financial Literacy	Go
153827	ACCT	1100	90	Financial Literacy	Go
153009	CRJS	3201	90	Research Methods and Statistics for Criminal Justice	Go
153338	CRJS	3201	01	Research Methods and Statistics for Criminal Justice	Go
153010	CRJS	3315	90	Criminology and Delinquency	Go
153647	CRJS	4920	01	Directed Group Study	Go
153339	UNIV	9999	01	Reassigned Time	Go

7 Total Results

Courses the faculty member is associated with will display the *Course ID*, *Subject*, *Course Number*, *Section Number*, *Title*, *Change Grades*, and a *[GO]* action link under *Change*. The *[GO]* link will direct to a list of students for that course.

The default Year/Term will be prepopulated.

20153 - 2014 Fall Semester

- 20123 - 2011 Fall
- 20125 - 2012 Spring
- 20131 - Summer 2012
- 20133 - 2012 Fall
- 20135 - 2013 Spring
- 20141 - 2013 Summer
- 20143 - 2013 Fall
- 20145 - 2014 Spring**
- 20151 - 2014 Summer Semester
- 20153 - 2014 Fall Semester
- 20155 - 2015 Spring Semester

To select a different *Year/Term*, click on the drop down box [▼] icon and click on the year/term for which a request for a grade change is needed for a student.

Class List Page

Click on the *[GO]* link under *Change Grades*, A *Class List* page will display with all registered students and grades posted for those students.




Grade Change Request						
CRJS 3201 01 (id:143448) Research Methods and Statistics for Criminal Justice						
For Fall Semester 2014						
Tech Id	Student Name	Seq Number	Current Grade	Last Changed	Submitted Grade	Last Submitted
00358215	Abelar, Madeline F	1	C	12/18/2013		Edit
10858711	Balun, Tessie F	1	B	12/18/2013		Edit
00358216	Bara, Sarah F	1	C	12/18/2013		Edit
00357989	Benotti, Jesus M	1	B	12/18/2013		Edit
10543365	Boyer, Shawn M	1	B	12/18/2013		Edit
11945511	Dinsmore, Lupe F	1	B	12/18/2013		Edit
00353608	Dishong, Dannielle F	1	C	12/18/2013		Edit
00359464	Fangman, Charles F	1	C	12/18/2013		Edit
11452693	Frisk, Lucius M	1	A	12/18/2013		Edit
11815285	Gillespi, Lannie F	1	A	12/18/2013		Edit
00357889	Guinee, Delcie F	1	A	12/18/2013		Edit

This report details the information of the students for the course that was selected, which includes *Tech ID*, *Student Name*, *Seq Number*, *Current Grade*, *Last Changed*, *Submitted Grade* and *Last Submitted*.


- Tech ID - The Tech Id of the student
- Student Name – The name of the student starting with their last name.
- Seq Number - The seq number is for the possibility of students taking the same course multiple times during the year term.
- Current Grade – The current grade of the student
- Last Changed - The date of the posted grade
- Submitted Grade – The suggested new grade to be reviewed
- Last Submitted – The date of the suggested new change that has been submit for review

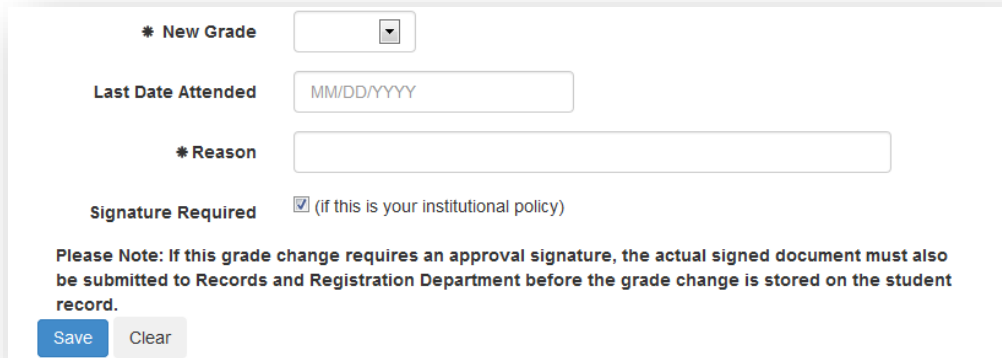
Click on the [Edit] to suggest a change to the current grade of a student.

 **NOTE:** The student names are sorted alphabetically by student’s last name. (Does not differentiate between lower and upper case letters.)




Proposed New Grade


 **NOTE:** Only one student can be processed at a time.




The screenshot shows a web form for proposing a new grade. It includes the following fields and elements:

- * New Grade:** A dropdown menu with a downward arrow icon.
- Last Date Attended:** A text input field with a placeholder "MM/DD/YYYY".
- * Reason:** A large text input field.
- Signature Required:** A checkbox that is checked, with the text "(if this is your institutional policy)" next to it.
- Please Note:** A paragraph of text stating: "Please Note: If this grade change requires an approval signature, the actual signed document must also be submitted to Records and Registration Department before the grade change is stored on the student record."
- Buttons:** "Save" (blue) and "Clear" (grey).


 **NOTE:** The [*] fields are mandatory

 **NOTE:** If your institution requires an approved signature, the institution's current form must be submitted to the Records and Registration before submitting a proposed grade change.

Select the *New Grade* from the dropdown box [] icon.

If a LDA (Last Date Attended) is needed for the new grade; fill in the field using MM/DD/YYYY format.

Click in the *Reason* field and provide a short description for the grade change.

If a signature is required by your institution per your policy; validate that the [] icon has a check mark in the box.

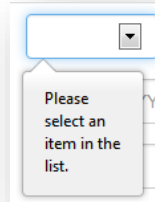
 **NOTE:** The default is marked with a check mark [].

Click on the [Save] button.

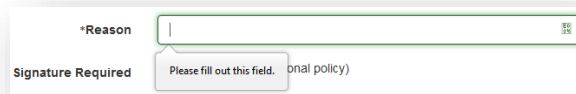


Warning popup message will appear for missing fields.

When the *New Grade* has not been selected from the dropdown box, this message will appear. *Please select an item in the list.*



When the Reason field has not been populated, this message will appear. *Please fill out this field.*





[Review page](#)

Review

3201 90 (id:146262) Research Methods and Statistics for Criminal Justice
For 2014 Spring

The Following Student Grade Change will be Submitted

Tech Id	Student Name	Seq Number	Current Grade	Last Changed	Submitted Grade	Last Submitted
11895683	Allphin, Laronda F	1				

New Grade

Last Date Attended

Reason

Signature is Required and Obtained

Enter Password

The [**Cancel**] button will delete the information

Enter Password

The Review page will display.

Validate that the information is correct.

Enter your Password then click on the [**Submit**] button.

A warning message will appear if the password was not entered or invalid.

Invalid password entered. Please retry.



Confirmation Page

A Confirmation Page will appear.

Confirmation

CRJS 3201 01 (id:143448) Research Methods and Statistics for Criminal Justice
For Fall Semester 2014

The Following Student Grade Change has been Submitted

Tech Id	Student Name	Seq Number	Current Grade	Last Changed	Submitted Grade	Last Submitted
10858711	Balun, Tessie F	1	B	12/18/2013		

New Grade:

Last Date Attended:

Reason:

Signature is Required and Obtained

[Return to Course List](#) [Print](#)

The [*Print*] button will bring up a browser page. To print this page, use the Browser's Print option. The print options will vary by browser.

Confirmation

3201 01 (id:143448) Research Methods and Statistics for Criminal Justice
For Fall Semester 2014

The Following Student Grade Change has been Submitted

Tech Id	Student Name	Seq Number	Current Grade	Last Changed	Submitted Grade	Last Submitted
10858711	Balun, Tessie F	1	B	12/18/2013	A	06/24/2014

New Grade: F
Last Date Attended:
Reason: Completed assignments
Signature is Required and Obtained



Click on the Browser Back button to return to the Course List form or click on the [Return to Course List].

The proposed grade change and date it was submitted will appear on the page.

Grade Change Request						
CRJS 3201 01 (id:143448) Research Methods and Statistics for Criminal Justice For Fall Semester 2014						
Tech Id	Student Name	Seq Number	Current Grade	Last Changed	Submitted Grade	Last Submitted
00358215	Abelar, Madeline F	1	C	12/18/2013		Edit
10858711	Balun, Tessie F	1	B	12/18/2013	A	06/24/2014 Edit
00358216	Bara, Sarah F	1	C	12/18/2013		Edit
00357989	Benotti, Jesus M	1	B	12/18/2013		Edit
10543365	Boyer, Shawn M	1	B	12/18/2013		Edit
11945511	Dinsmore, Lupe F	1	B	12/18/2013		Edit
00353608	Dishong, Danielle F	1	C	12/18/2013		Edit
00359464	Fangman, Charles F	1	C	12/18/2013		Edit
11452693	Frisk, Lucius M	1	A	12/18/2013		Edit
11815285	Gillespi, Lannie F	1	A	12/18/2013		Edit
00357889	Guinee, Delcie F	1	A	12/18/2013		Edit

An automated email message will be sent to the email setup as Dept. email. An example is listed below.

To: Dorothy Wagner
Subject: Faculty Grade Change

A grade change has been submitted by a faculty member. Please run the Grade Change report for details. This grade change is not official until someone manually submits the grade change to ISRS.



NOTE: Each institution will have their own process to contact the faculty when the grade has been change.