Instructor Initiated eGrade Change Request

Overview

This process will allow an instructor (other than a grade proxy or enrollment assistant) 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 one.iu.edu.
2. In the Search bar, type "submit egrade change" and press ENTER.
3. Click the Submit eGrade Change (Instructor) task/tile.
Instructor Initiated eGrade Change Request

The Instructor Initiated Grade Change page will display.

<table>
<thead>
<tr>
<th>Select?</th>
<th>Term</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Summer 2007</td>
<td>Southeast</td>
</tr>
<tr>
<td></td>
<td>Spring 2007</td>
<td>Southeast</td>
</tr>
<tr>
<td></td>
<td>Fall 2006</td>
<td>Southeast</td>
</tr>
<tr>
<td></td>
<td>Summer 2006</td>
<td>Southeast</td>
</tr>
<tr>
<td></td>
<td>Spring 2006</td>
<td>Southeast</td>
</tr>
<tr>
<td></td>
<td>Fall 2005</td>
<td>Southeast</td>
</tr>
</tbody>
</table>

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

**Note:** If you have taught on multiple campuses, select the correct term and campus combination (see screen below). If you are teaching an online class that is replicated to other campuses, you will see a row for each term and campus *where students are enrolled.*

<table>
<thead>
<tr>
<th>Select?</th>
<th>Term</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Spring 2009</td>
<td>South Bend</td>
</tr>
<tr>
<td></td>
<td>Spring 2006</td>
<td>Southeast</td>
</tr>
<tr>
<td></td>
<td>Fall 2008</td>
<td>Bloomington</td>
</tr>
<tr>
<td></td>
<td>Fall 2008</td>
<td>IUPUC</td>
</tr>
<tr>
<td></td>
<td>Fall 2008</td>
<td>East</td>
</tr>
<tr>
<td></td>
<td>Fall 2008</td>
<td>IUPUI</td>
</tr>
</tbody>
</table>

[continue]
5. Click continue.

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.
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 **continue**.

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 **continue**.
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.

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.

- The following instructor roles are eligible to initiate eGrade Changes. Grade proxies and enrollment assistants are not eligible to use this application.
  - Primary instructor
  - Secondary instructor
  - Supervisory instructor
  - Associate instructor