

Online Change of Grade Quick Guide

Online Change of Grade Quick Guide – For Instructors

- Login to MyCoyote and select Faculty Center
- Select the term/year that requires a grade change
- Click the Grade Roster icon for the class that requires a grade change

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Faculty Center

My Schedule

Winter 2017 | CSU San Bernardino




change term

[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Learning Management  Class Permissions

My Teaching Schedule > Winter 2017 > CSU San Bernardino

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	IP 198Q-01 (21422)	INTERNATIONAL PROGRAM (QTR) (Supervision)	15	TBA	TBA	Jan 7, 2017- Mar 20, 2017
	ISA 198Q-01 (24429)	INTERNATIONAL STUDY ABROAD QTR (Supervision)	3	TBA	TBA	Jan 7, 2017- Mar 20, 2017
	NSE 198Q-01 (24362)	NATIONAL STUDENT EXCHANGE QUAR (Supervision)	1	TBA	TBA	Jan 7, 2017- Mar 20, 2017

[View Weekly Teaching Schedule](#)

[Go to top](#)

My Exam Schedule > Winter 2017 > CSU San Bernardino

You have no final exams scheduled at this time.

[Go to top](#)

- Click the Change Grade button for the appropriate student

Grade Roster

 [View FERPA Statement](#)

Winter 2017 | Regular Academic Session | CSU San Bernardino | Undergraduate

▼ **IP 1980 - 01 (21422)** change class

INTERNATIONAL PROGRAM (QTR) (Sup)

Days and Times	Room	Instructor	Dates
TBA	TBA	Amy Braceros	01/07/2017 - 03/20/2017

Display Options: *Grade Roster Type Final Grade ▼ <input type="checkbox"/> Display Unassigned Roster Grade Only	Grade Roster Action: *Approval Status Approved ▼ Posted Import Grades from File
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Student Grade		ID	Last Name	First Name	Roster Grade	Official Grade	Incomplete Contract	Change Grade	Academic Career	Last Date of Attendance	Status
<input type="checkbox"/>	1	0027		Melissa	I	I	Update	Change Grade	Postbaccalaureate		Posted
<input type="checkbox"/>	2	0049		Nadia	B+	B+		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	3	0053		Jordan	A-	A-		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	4	0050		Laura	F	F		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	5	0049		Ashley	B-	B-		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	6	0040		Felipe	A	A		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	7	0046		Jennifer	A	A		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	8	0049		Javier	C+	C+		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	9	0046		Allison	B-	B-		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	10	0046		Nadia	B+	B+		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	11	0051		Sirena	B	B		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	12	0047		Berenice	A-	A-		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	13	0048		Cesar	F	F		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	14	0041		Alejandra	D-	D-		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	15	0036		Erin	C	C		Change Grade	Postbaccalaureate		Posted


- **Note:** If you click on the Change Grade button and “nothing” seems to happen, you need to go into your internet settings and allow pop-ups. Once you have allowed pop-ups, click on the Change Grade button again and the form should pull up into a new window for submission.

- The Change of Grade Request will populate the page
- Enter the "To" grade
- Select a Reason Code
 - Note - A Reason for Change is required if "Other" is selected
- Select Submit

Change of Grade Request

Student's Name Erin [REDACTED]
 Title of Course INTERNATIONAL PROGRAM (QTR) Coyote ID Number 003 [REDACTED]
 Department Undergraduate Studies Course # IP 198Q (# 21422) Units 4.00
 Instructor [REDACTED]
 Term Original Grade was Awarded Winter 2017

Change Grade From C *To B- Enrollment Request ID

*Reason Code 

Reason For Change

Personalize | Find | | | First 1 of 1 Last

Comment	DateTime	Assigned Operator ID	Comment
1			

- If the grade is being changed from an "I" (incomplete), a date of completion is necessary before the Grade Change can be submitted

Change of Grade Request

Student's Name Mel [REDACTED]
 Title of Course INTERNATIONAL PROGRAM (QTR) Coyote ID Number 002 [REDACTED]
 Department Undergraduate Studies Course # IP 198Q (# 21422) Units 4.00
 Instructor [REDACTED]
 Term Original Grade was Awarded Winter 2017

Change Grade From I *To A Enrollment Request ID

Work Completed 06/14/2017 [Calendar Icon]

*Reason Code "I" work completed

Reason For Change

Personalize | Find | [Print Icon] | [Calendar Icon] | First 1 of 1 Last

Comment	DateTime	Assigned Operator ID	Comment
1			

Submit

Add Comment

Save

- Once you select Submit, the Level 1 Approver will be contacted via email that a change of grade is waiting for his/her review
 - Level 1 Approver – Dean, Chair or Coordinator
 - Level 2 Approver – Office of the Registrar

Change of Grade Request

Student's Name Michael [REDACTED]
 Title of Course TOPICS IN BIOLOGY Coyote ID Number 005 [REDACTED]
 Department Biology Course # BIOL 100 (# 83351) Units 5.00
 Instructor Joe Coyote
 Term Original Grade was Awarded Fall 2015

Change Grade From D *To A Enrollment Request ID
 *Reason Code Instructor Error
 Reason For Change

Personalize | Find | [Icons] First 1 of 1 Last

Comment	DateTime	Assigned Operator ID	Comment
1			

Add Comments

Level 1 Approver

Change of Grade Status: Pending ←

Step 1 of 2

Pending
 Multiple Approvers
 Dean, Chair or Coordinator

Level 2 Approver

Change of Grade Status: Awaiting Further Approvals ←

Step 2 of 2

Not Routed
 Multiple Approvers
 Office of the Registrar

- Once the Grade of Change has been approved by the Level 1 Approver, the Level 2 Approver will be contacted via email that a Grade Change is waiting final processing

Change of Grade Request

Student's Name Michael [REDACTED]
 Title of Course TOPICS IN BIOLOGY Coyote ID Number 005 [REDACTED]
 Department Biology Course # BIOL 100 (# 83351) Units 5.00
 Instructor Joe Coyote
 Term Original Grade was Awarded Fall 2015

Change Grade From D *To A Enrollment Request ID 0003561883
 *Reason Code Instructor Error
 Reason For Change

Personalize | Find | First 1 of 1 Last

Comment	DateTime	Assigned Operator ID	Comment
1			

Approve Deny Add Comments

Level 1 Approver

▶ Change of Grade Status: **Completed** ←

Level 2 Approver

▼ Change of Grade Status: **Pending**

Step 2 of 2

Pending
 Multiple Approvers
 Office of the Registrar

Save Return to Search

- Once the Change of Grade request has been approved by both the Level 1 and Level 2 Approvers, the grade will be programmatically changed in PeopleSoft

Change of Grade Request

Student's Name Eri [REDACTED]
 Title of Course INTERNATIONAL PROGRAM (QTR) Coyote ID Number 003 [REDACTED]
 Department Undergraduate Studies Course # IP 198Q (# 21422) Units 4.00
 Instructor [REDACTED]
 Term Original Grade was Awarded Winter 2017

Change Grade From C *To B- Enrollment Request ID
 *Reason Code Instructor Error
 Reason For Change

Personalize | Find | First 1 of 1 Last

Comment	DateTime	Assigned Operator ID	Comment
1			

Add Comment

Level 1 Approver

▶ Change of Grade Status: **Approved**

Level 2 Approver

▶ Change of Grade Status: **Approved**

Save

- If the Change of Grade is denied at any stage, a reason for the denial is required

Change of Grade Request

Student's Name Michael [REDACTED]

Title of Course TOPICS IN BIOLOGY

Coyote ID Number 005 [REDACTED]

Department Biology

Course # BIOL 100 (# 83351) Units 5.00

Instructor Joe Coyote

Term Original Grade was Awarded Fall 2015

Change Grade From D *To A Enrollment Request ID 0003561883

*Reason Code Instructor Error

Reason For Change

Comment	Date Time	Assigned Operator ID	Comment
1	04/10/17 5:44:32PM	002 [REDACTED]	Testing reasons

Add Comments

Level 1 Approver

▶ Change of Grade Status: **Denied**

Level 2 Approver

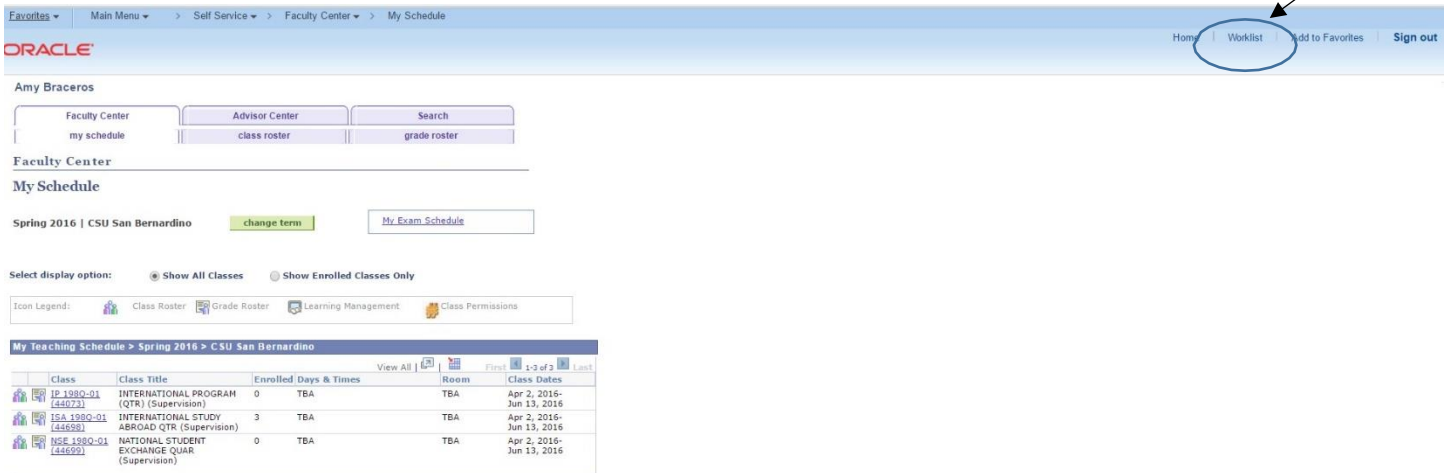
▶ Change of Grade Status: **Denied**

Save Return to Search

Online Change of Grade Quick Guide – For Approvers

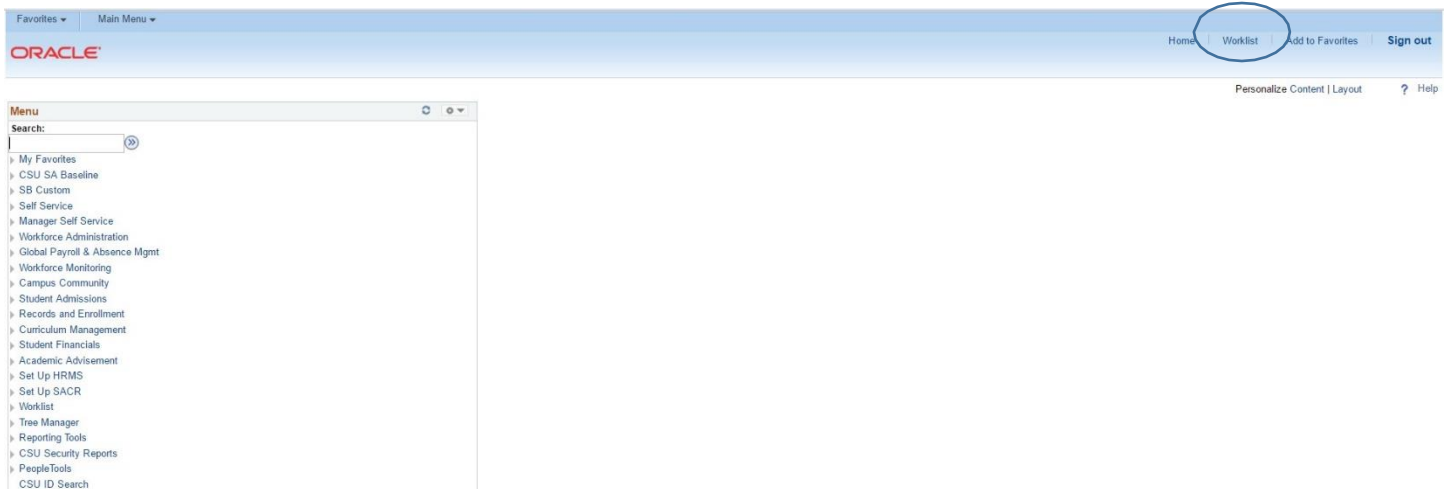
- After receiving “A Grade Change is Waiting Your Review” email, click on Worklist (seen in ultra-tiny font) from either your Faculty Center as illustrated in screenshot #1

#1



The screenshot shows the Oracle PeopleSoft Faculty Center interface. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. The Worklist link is circled in blue, and an arrow points to it from the right. Below the navigation bar, there are sections for Amy Braceros, Faculty Center (my schedule), and My Schedule. The My Schedule section shows the current term as Spring 2016 for CSU San Bernardino, with a change term button and a My Exam Schedule button. Below this, there are options to show all classes or only enrolled classes, and an icon legend for Class Roster, Grade Roster, Learning Management, and Class Permissions. The main content area displays a table titled "My Teaching Schedule > Spring 2016 > CSU San Bernardino" with columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. The table lists three classes: IP_1980-01 (INTERNATIONAL PROGRAM (QTR) (Supervision)), IA_1980-01 (INTERNATIONAL STUDY ABROAD QTR (Supervision)), and ISE_1980-01 (NATIONAL STUDENT EXCHANGE QUAR (Supervision)).

Or from the administrative pages in PeopleSoft as illustrated in screenshot #2



The screenshot shows the Oracle PeopleSoft administrative interface. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. The Worklist link is circled in blue, and an arrow points to it from the right. Below the navigation bar, there is a Menu section with a search box and a list of administrative pages including My Favorites, CSU SA Baseline, SB Custom, Self Service, Manager Self Service, Workforce Administration, Global Payroll & Absence Mgmt, Workforce Monitoring, Campus Community, Student Admissions, Records and Enrollment, Curriculum Management, Student Financials, Academic Advisement, Set Up HRMS, Set Up SACR, Worklist, Tree Manager, Reporting Tools, CSU Security Reports, PeopleTools, and CSU ID Search.









- The Worklist Items that require your review will be listed
- Each line represents a unique change of grade request with a student's ID and name indicated
- Click a link

Worklist

Worklist for 002774563: Melissa Kristine Cobb

[Detail View](#)

Worklist Filters  Feed

Worklist Items						Personalize Find View All  	First	1-6 of 6	Last
From	Date From	Work Item	Worked By Activity	Priority	Link				
Mic [REDACTED]	06/19/2017	Approval Routing	Approval Workflow	3-Low 	SB_AWE01_GRADE_CHANGE_41_(002-[REDACTED]a)	Mark Worked		Reassign	
Mic [REDACTED]	06/19/2017	Approval Routing	Approval Workflow	3-Low 	SB_AWE01_GRADE_CHANGE_42_(002-[REDACTED]b)	Mark Worked		Reassign	
Mic [REDACTED]	06/19/2017	Approval Routing	Approval Workflow	3-Low 	SB_AWE01_GRADE_CHANGE_43_(002-[REDACTED]c)	Mark Worked		Reassign	
Mic [REDACTED]	06/19/2017	Approval Routing	Approval Workflow	3-Low 	SB_AWE01_GRADE_CHANGE_44_(002-[REDACTED]ros)	Mark Worked		Reassign	
Mic [REDACTED]	06/19/2017	Approval Routing	Approval Workflow	3-Low 	SB_AWE01_GRADE_CHANGE_45_(002-[REDACTED]ros)	Mark Worked		Reassign	
Mic [REDACTED]	06/19/2017	Approval Routing	Approval Workflow	3-Low 	SB_AWE01_GRADE_CHANGE_46_(002-[REDACTED]ps)	Mark Worked		Reassign	

- The student's Change of Grade will populate your page
- Click Approve or Deny – a comment will be required if the request is denied
- If approved, the link will be removed from your Worklist and the Records Office will be notified for final processing
- Click Worklist to access additional requests

Change of Grade Request

Student's Name Michael [REDACTED]
 Title of Course TOPICS IN BIOLOGY Coyote ID Number 005 [REDACTED]
 Department Biology Course # BIOL 100 (# 83351) Units 5.00
 Instructor Joe Coyote
 Term Original Grade was Awarded Fall 2015

Change Grade From D *To A Enrollment Request ID 0003561883
 *Reason Code Instructor Error
 Reason For Change

Personalize | Find | First 1 of 1 Last

Comment	Date Time	Assigned Operator ID	Comment
1			

Approve Deny Add Comments

Level 1 Approver

Change of Grade Status: Pending ←

Step 1 of 2

Pending
 Multiple Approvers
 Dean, Chair or Coordinator

Level 2 Approver

Change of Grade Status: Awaiting Further Approvals ←

Step 2 of 2

Not Routed
 Multiple Approvers
 Office of the Registrar

Online Change of Grade Quick Guide – For Support Staff





- Support Staff in each department will have access to see the status of a Change of Grade
 - Level 1 Approver – Dean, Chair or Coordinator
 - Level 2 Approver – Office of the Registrar
- **Navigate to: Main Menu > SB Custom > SB SA Custom Menu > SB AWE > SB AWE Use > SB Grade Change – Inquiry**
- Search by Empl ID or Term **and** Class Nbr.

SB Grade Change

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID:	begins with ▼	003 [REDACTED]	
Academic Institution:	begins with ▼	[REDACTED]	
Academic Career:	begins with ▼		
Term:	begins with ▼		
Class Nbr:	= ▼		
Creation Date/Time:	= ▼		

Search

Clear

Basic Search



Save Search Criteria

Change of Grade Request

Student's Name Kati

Title of Course HONORS COLLOQUIUM

Coyote ID Number

Department Undergraduate Studies

Course # HON 105B (# 21465)

Units 1.00

Instructor

Term Original Grade was Awarded Winter 2020

Submitted Date Time 04/10/2020 11:31:41AM

Change Grade From	NC	*To	CR	Enrollment Request ID	0005211481
*Reason Code	Instructor Error				
Reason For Change	Error in counting attendance				

Personalize | Find | | First 1 of 1 Last

Comment	DateTime	Assigned Operator ID	Comment
1			

Add Comments

Level 1 Approver

▶ Change of Grade Status: **Approved**

Level 2 Approver

▶ Change of Grade Status: **Approved**

Save

Return to Search