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
Click the Change Grade button for the appropriate student.

**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
If the grade is being changed from an "I" (incomplete), a date of completion is necessary before the Grade Change can be submitted.
• Once you select Submit, the Level 1 Approver will be contacted via email that a change of grade is waiting for his/her review
  o Level 1 Approver – Dean, Chair or Coordinator
  o Level 2 Approver – Office of the Registrar

**Change of Grade Request**

- **Student's Name**: Michael [redacted]
- **Title of Course**: TOPICS IN BIOLOGY
- **Department**: Biology
- **Instructor**: Joe Coyote
- **Term Original Grade was Awarded**: Fall 2015
- **Change Grade From**: D *To* A
- **Reason Code**: Instructor Error
- **Enrollment Request ID**
- **Coyote ID Number**: 005 [redacted]
- **Course**: BIOL 100 (# 83351)
- **Units**: 5.00

**Level 1 Approver**

- **Change of Grade Status**: Pending

**Level 2 Approver**

- **Change of Grade Status**: Awaiting Further Approvals
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.
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.
If the Change of Grade is denied at any stage, a reason for the denial is required.
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

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

<table>
<thead>
<tr>
<th>From</th>
<th>Date From</th>
<th>Work Item</th>
<th>Worked By Activity</th>
<th>Priority</th>
<th>Last</th>
<th>Active</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/19/2017</td>
<td>Approval</td>
<td>Approval Workflow</td>
<td>Approval Workflow</td>
<td>3-Low</td>
<td></td>
<td></td>
<td>Mark Worked</td>
</tr>
<tr>
<td>06/19/2017</td>
<td>Approval</td>
<td>Approval Workflow</td>
<td>Approval Workflow</td>
<td>3-Low</td>
<td></td>
<td></td>
<td>Reassign</td>
</tr>
<tr>
<td>06/19/2017</td>
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</tr>
</tbody>
</table>
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
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 ▼
- Academic Institution:
- Academic Career:
- Term:
- Class Nbr.:
- Creation Date/Time:

Search Clear Basic Search Save Search Criteria
Student's Name: Katie
Title of Course: HONORS COLLOQUIUM
Department: Undergraduate Studies
Instructor: [Redacted]
Term Original Grade was Awarded: Winter 2020
Submitted Date Time: 04/10/2020 11:31:41 AM

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

Level 1 Approver
Change of Grade Status: Approved

Level 2 Approver
Change of Grade Status: Approved