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

My Schedule

Winter 2017 | CSU San Bernardino

Select display option:  ○ Show All Classes  ○ Show Enrolled Classes Only

My Teaching Schedule > Winter 2017 > CSU San Bernardino

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Enrolled</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Class Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP 198Q-01 (24422)</td>
<td>INTERNATIONAL PROGRAM (QTR) (Supervision)</td>
<td>15</td>
<td>TBA</td>
<td>TBA</td>
<td>Jan 7, 2017-Mar 20, 2017</td>
</tr>
<tr>
<td>ISA 1980-01 (24429)</td>
<td>INTERNATIONAL STUDY ABROAD QTR (Supervision)</td>
<td>3</td>
<td>TBA</td>
<td>TBA</td>
<td>Jan 7, 2017-Mar 20, 2017</td>
</tr>
<tr>
<td>NSE 1980-01 (24362)</td>
<td>NATIONAL STUDENT EXCHANGE QUAR (Supervision)</td>
<td>1</td>
<td>TBA</td>
<td>TBA</td>
<td>Jan 7, 2017-Mar 20, 2017</td>
</tr>
</tbody>
</table>

My Exam Schedule > Winter 2017 > CSU San Bernardino

You have no final exams scheduled at this time.
- Click the Change Grade button for the appropriate student
- 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:

- Level 1 Approver – Dean, Chair or Coordinator
- Level 2 Approver – 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.
• 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.
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

![Faculty Center screenshot](image1)

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

![PeopleSoft screenshot](image2)
- 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 Items

<table>
<thead>
<tr>
<th>From</th>
<th>Date From</th>
<th>Work Item</th>
<th>Worked By Activity</th>
<th>Priority</th>
<th>Link</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/19/2017</td>
<td>Approval Routing</td>
<td>Approval Workflow</td>
<td>3-Low</td>
<td>50</td>
<td>Mark Worked</td>
<td>Reassign</td>
</tr>
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- 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Operator</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empl ID:</td>
<td>begins with</td>
<td>003</td>
</tr>
<tr>
<td>Academic Institution:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Academic Career:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Term:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Class Nbr:</td>
<td>equals</td>
<td></td>
</tr>
<tr>
<td>Creation Date/Time</td>
<td>equals</td>
<td></td>
</tr>
</tbody>
</table>

[Buttons: Search, Clear, Basic Search, Save Search Criteria]
Change of Grade Request

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

Change Grade From: C
*To: C+
Reason Code: Instructor Error

Level 1 Approver

Change of Grade Status: Approved

Level 2 Approver

Change of Grade Status: Approved