

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	Advisor Center class roster	Search grade roster
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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

View All |



First

1-3 of 3

Last

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

Personalize | Find | [?] | [Calendar] | First 1 of 1 Last
 Add Comments

Level 1 Approver
 ▶ Change of Grade Status: **Denied**

Level 2 Approver
 ▶ Change of Grade Status: **Denied**

Save Return to Search

