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 <u>My Exam Schedule</u>					
Select display option: Show 	ow All Classes O Show Enrolled	l Classes Only			
Icon Legend: 🏦 Class Ros	ster 聞 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
สั	5	I <u>P 198Q-01</u> (21422)	INTERNATIONAL PROGRAM (QTR) (Supervision)	15	ТВА		ТВА	Jan 7, 2017- Mar 20, 2017
ñ	3	<u>ISA 198Q-01</u> (24429)	INTERNATIONAL STUDY ABROAD QTR (Supervision)	3	ТВА		ТВА	Jan 7, 2017- Mar 20, 2017
ñ	3	<u>NSE 198Q-01</u> (24362)	NATIONAL STUDENT EXCHANGE QUAR (Supervision)	1	TBA		ТВА	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												
				Viev Viev	N FER PA S	Statemen	<u>t</u>					
Winter 2017 Regula	ar Academic Se	ession CSU Sa	an Bernardino Undergradua	ite								
⊽ <u>IP 198Q - 01 (</u>	21422)	change class										
INTERNATIONAL P	PROGRAM (QT	R) (Sup)										
Days and Times	Roc	om	Instructor	Dates								
ТВА	TBA	•	Amy Braceros	01/07/2 03/20/2	2017 - 2017							
Display Options:			Grade Roster Action						1			
*Grade Roster Tv	vpe Final G	rade 🗸	*Approval Status	Approved		Pos	ted					
Display Unas	ssigned Roste	r Grade Only	ApprovarStatus	Approved								
				Impo	rt Grades	s from File	2					
									•			
Student Grade					I		_			1		
ID	Last Name	F	First Name		Roster Grade	Official Grade	Incom Contra	plete ct	Change Grade	Academic Career	Last Date of Attendance	Status
1 0027		Ν	Melissa		I	I	Update	2	Change Grade	Postbaccalaureate		Posted
2 0049		1	ladia		в+	в+			Change Grade	Undergraduate		Posted
3 0053		נ	lordan		A-	A-			Change Grade	Undergraduate		Posted
4 0050		L	aura		F	F			Change Grade	Undergraduate		Posted
5 0049		ļ	Ashley		в-	в-			Change Grade	Undergraduate		Posted
6 0040		F	elipe		A	A			Change Grade	Undergraduate		Posted
7 0046		t	lennifer		A	A			Change Grade	Undergraduate		Posted
8 0049		t	lavier		C+	C+			Change Grade	Undergraduate		Posted
9 0046		1	Allison		в-	в-			Change Grade	Undergraduate		Posted
10 0046		η	Nadia		в+	в+			Change Grade	Undergraduate		Posted
11 0051		s	Sirena		в	в			Change Grade	Undergraduate		Posted
12 0047		E	Berenice		A-	A-			Change Grade	Undergraduate		Posted
13 0048		c	Cesar		F	F			Change Grade	Undergraduate		Posted
14 0041		ļ	Alejandra		D-	D-			Change Grade	Undergraduate		Posted
15 0036		E	Frin		с	с			Change Grade	Postbaccalaureate		Posted
		53										

• 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

Student's Name	Erin		
Title of Course	INTERNATIONAL PROGRAM (QTR)	Coyote ID Number 003	
Department	Undergraduate Studies	Course # IP 198Q (# 21422)	Units
Instructor	- 53		
Term Orignal Gra	de was Awarded Winter 2017		
Change Grad	e From C *To B- Q	Enrollment Request ID	
*Reas	on Code Instructor Error	✓ ←	
	Change		
Reason For			
Reason For			

	Comment DateTime	Assigned Operator ID	Comment
	comment bate mile	Assigned operator ib	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

Student's Name	Meli		
Fitle of Course	INTERNATIONAL PROGRAM (QTR)	Coyote ID Number 002	
Department	Undergraduate Studies	Course # IP 198Q (# 21422)	Units 4
nstructor			
lerm Orignal Gra	de was Awarded Winter 2017		
Change Grad	e From 1 *To A Q	Enrollment Request ID	
Work Compl	eted 06/14/2017		
1000	on Code "I" work completed	~	
*Reas			1
*Reas Reason For	Change		

		Personalize Find 🖾 🏛	First 🖤 1 of 1 🖤 Las
	Comment DateTime	Assigned Operator ID	Comment
1			

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

Student's Name	Michael			12	
Title of Course	TOPICS IN BIO	LOGY	Coyo	ote ID Number 005	
Department	Biology		Course # B	IOL 100 (# 83351)	Units
Instructor	Joe Coyote				
Term Orignal Gra	ade was Awarde	ed Fall 2015			
Change Grad	le From D	*To A	Enrollment F	Request ID	
*Rea	son Code Instru	ctor Error	2		
Reason Fo	r Change				
Neason ro	r change				
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		Personalize	Find 🖾 🔢	First 🕙 1 of 1	Last
Commen	t DateTime	Assigned Operat	or ID	Comment	
1					
				Add C	Comment
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Level 1 Ap	prover			Add C	Comment
Level 1 Ap	prover ange of Gra	de Status:Pen	ding 🛶 🗕	Add C	Comment
Level 1 Ap	prover ange of Gra	de Status:Peno	ding 🔶	Add C	Comment
Level 1 Ap Ch Step 1 o Pend	prover ange of Gra ^{of 2} ding	de Status:Peno	ding 🔶 ——	Add C	Comment
Level 1 Ap	prover ange of Grad of 2 ling an Chair or Coordin	de Status:Peno	ding 🛶 🛁	Add C	Comment
Level 1 Ap Ch Step 1 c Mu C	prover ange of Grad of 2 ding an, Chair or Coordin	de Status:Pene	ding	Add C	Comment
Level 1 Ap	prover ange of Grad of 2 ding an, Chair or Coordin	de Status:Pene	ding 🔶	Add C	Comment
Level 1 Ap	prover ange of Grad of 2 ding ultiple Approvers an, Chair or Coordin prover	de Status:Peno	ding 🔶	Add C	Comment
Level 1 Ap	prover ange of Grad of 2 ding ultiple Approvers an, Chair or Coordin prover ange of Grad	de Status:Peno nator de Status:Awa	iting Further	Add C	Comment
Level 1 Ap Ch Step 1 c Mu De Level 2 Ap Step 2 c	prover ange of Grad of 2 ding iltiple Approvers an, Chair or Coordin prover ange of Grad of 2	de Status:Peno nator de Status:Awa	ting 🔶	Add C	Comment
Level 1 Ap Ch Step 1 d Pend Mu De Level 2 Ap	prover ange of Grad of 2 ding ultiple Approvers an, Chair or Coordin prover ange of Grad of 2 Routed	de Status:Peno nator de Status:Awa	ling 🔶	Add C	Comment

• 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

itle of Course TOPICS Department Biology Instructor Joe Coyo Term Orignal Grade was Av	N BIOLOGY te warded Fall 2015	Coy Course # B	ote ID Number IOL 100 (# 833:	005 51) Units
Change Grade From *Reason Code Reason For Change	D *To A	Enrollment R	equest ID 000	
Comment DateTime	Personali Assigned Oper	ze Find 🔄 🔜 rator ID	First 🛞 Comment	1 of 1 🕑 Last
		Approve	Deny	Add Comments

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

hange of Grade R	lequest				
Student's Name Title of Course Department Instructor Term Orignal Grad	Erit INTERNATION/ Undergraduate de was Awarde	AL PROGRAM (QTR) Studies d Winter 2017	Coyo Course # IF	ote ID Number 003 9 198Q (# 21422)	Units 4
Change Grade *Reaso Reason For	e From C on Code Instru Change	*To B-	Enrollment F	Request ID	
Comment 1	DateTime	Personalize F Assigned Operator	ind 💷 🔣 D	First 1 of 1 Comment	E Last
Level 1 App Cha Level 2 App Cha	orover ange of Gra orover ange of Gra	de Status:Appro de Status:Appro	ved		Johnment

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

Change of Grade Req	quest						
Student's Name Mi	lichael OPICS IN BIOL	OGY	Соуо	te ID Number	005	I	
Bi	iology		Course # BI	OL 100 (# 833	51)	Units	5.00
Instructor Jo	oe Coyote						
Term Orignal Grade	was Awarded	Fall 2015					
Change Grade F	rom D Code Instruct	*To A	Enrollment R	equest ID 000)3561883		
Reason For Ch	hange						
		Personalize Fir	id 🖾 🔣	First ④	1 of 1 🕑 I	Last	
Comment Da	iteTime	Assigned Operator ID		Comment	0.00		
1 04/10/17 3.4	14.32FW	002		resurgrease	ліз 		
					Add Com	ments	
Level 1 Appro	over						•
🕨 Chan	ge of Grad	e Status:Denied					
Level 2 Appro	over				_		
► Chan	ge of Grad	e Status: <mark>Denied</mark>					
🗐 Save 🛛 💽 Return	n to Search						