

Proposed Online Change of Grade Process

A collaboration between the Department of Administrative Computing
& Business Intelligence and the Office of the Registrar

What's Included?

- Ability to change any posted grade to another grade e.g. B- to B+
- RD to earned grade
- Grade of 'I' to earned grade

Easily accessible via Faculty Center

Joe Coyote

Faculty Center Search

my schedule class roster grade roster

Faculty Center

My Schedule

Fall 2015 | 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 > Fall 2015 > CSU San Bernardino

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
BIOL 100-01 (83351)	TOPICS IN BIOLOGY (Lecture)	252	TuTh 8:00AM - 9:50AM	Physical Sciences 010	Sep 24, 2015- Dec 7, 2015

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > Fall 2015 > CSU San Bernardino

Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
BIOL 100-01 (83351)	TOPICS IN BIOLOGY (Lecture)	12/8/2015, Tuesday	8:00AM - 9:50AM	Physical Sciences 010	252

[View Weekly Exam Schedule](#) [Go to top](#)

Faculty Center Search

[My Schedule](#) [Class Roster](#) [Grade Roster](#)

Joe Coyote

Faculty Center	Search	
my schedule	class roster	grade roster

Grade Roster

 [View FERPA Statement](#)

Fall 2015 | Regular Academic Session | CSU San Bernardino | Undergraduate

▼ [BIOL 100 - 01 \(83351\)](#) [change class](#)

Topics in Biology (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 8:00AM-9:50AM	Physical Sciences 010	Joe Coyote, Mithra Ghaffari	09/24/2015 - 12/07/2015

Display Options:

*Grade Roster Type
 Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status **Posted**
[Import Grades from File](#)

Student Grade		ID	Last Name	First Name	Roster Grade	Official Grade	Incomplete Contract	Change Grade	Academic Career	WU Last Date of Attendance	Status
<input type="checkbox"/>	1	004			C-	C-		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	2	004			D	C		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	3	005			C+	B+		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	4	004			C-	A		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	5	005		Michael	D	D		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	6	005			C	C		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	7	004			C+	C+		Change Grade	Undergraduate		Posted

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

Reason For Change

Personalize | Find | | First Last

	Comment DateTime	Assigned Operator ID	Comment
1			

Submit

Add Comments

Save

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	<div style="border: 1px solid gray; height: 80px;"></div>			

Personalize | Find | | | 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

-----Original Message-----

From: HASBDVL@calstate.edu [mailto:HASBDVL@calstate.edu]

Sent: Monday, April 10, 2017 5:24 PM

To: Amy Bracerros <abracerro@csusb.edu>

Subject: A Change of Grade is Waiting your Review

A Change of Grade has been submitted and is waiting your review:

Student Name: Michael [REDACTED]

Student ID: 00[REDACTED]

Term: 2158

Course: BIOL 100

Class Number: 83351

Please login to [MyCoyote](#), and click on the Worklist link on the [MyCoyote Self Service](#) menu.

If you have any questions, please contact the Records Office at (909) 537-5200, option 2.

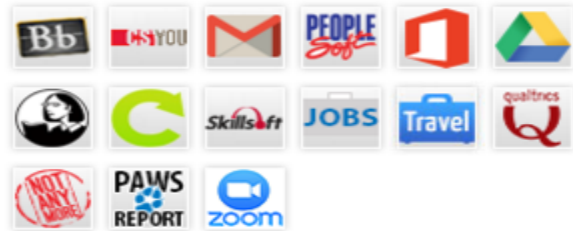
Sincerely,

The Records Office

QuickLaunch Navigation

Edit Preferences

Go to...



myCoyote Self Service

- ➔ Faculty Center
- ➔ Advisor Center
- ➔ Absence Balance Inquiry

Welcome to myCoyote

Welcome to
myCoyote

myCoyote is your one-stop shop for grades, email, registration, Blackboard, PAWS, and more!



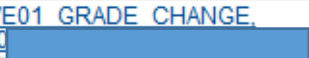
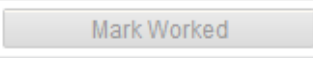
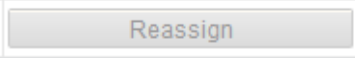
Worklist

Worklist for 000054079: Amy S Braceros

[Detail View](#)

Worklist Filters

 Feed ▼

Worklist Items						Personalize	Find	View All			First	◀	1 of 1	▶	Last	
From	Date From	Work Item	Worked By Activity	Priority	Link											
Joe Coyote	04/11/2017	Approval Routing	Approval Workflow	3-Low ▼	SB_AWE01 GRADE CHANGE, 361,00				Mark Worked	Reassign						

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 [text area]

Personalize | Find | [grid icon] | [calendar icon] 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

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 [text area]

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

Comment	DateTime	Assigned Operator ID	Comment
1	04/10/17 5:44:32PM	002774563	Testing reasons

Add Comments

Level 1 Approver

▶ Change of Grade Status: **Denied**

Level 2 Approver

▶ Change of Grade Status: **Denied**

Save Return to Search

Benefits of Online Process

- Processing time dramatically reduced
- Accessible from any location, at any time - pending Wi-Fi access
- Tracking capability
- Student, instructor, staff, and environmentally friendly