



## Change Grades

Faculty Members can submit a proposed course grade change for a student from all courses they are teaching, or have taught, within the selected semester. This grade change is not official until someone manually submits the grade change to ISRS.



**NOTE:** This form is available for faculty members that are instructors of courses in the year/term that is being accessed.

Click on the Change Grade link.

## Grade Change Request

After Clicking on the *Change Grade* Link, the link will access a new application. The *Grade Change Request* page will display.

**Grade Change Request**

Year/Term: 20153 - 2014 Fall Semester

Course ID	Subject	Course #	Section #	Title	Change Grades
153123	ACCT	1100	01	Financial Literacy	<a href="#">Go</a>
153327	ACCT	1100	90	Financial Literacy	<a href="#">Go</a>
153009	CRJS	3201	90	Research Methods and Statistics for Criminal Justice	<a href="#">Go</a>
153338	CRJS	3201	01	Research Methods and Statistics for Criminal Justice	<a href="#">Go</a>
153010	CRJS	3316	90	Criminology and Delinquency	<a href="#">Go</a>
153647	CRJS	4920	01	Directed Group Study	<a href="#">Go</a>
153339	UNIV	9999	01	Reassigned Time	<a href="#">Go</a>


7 Total Results

Courses the faculty member is associated with will display the *Course ID*, *Subject*, *Course Number*, *Section Number*, *Title*, *Change Grades*, and a *[GO]* action link under *Change*. The *[GO]* link will direct to a list of students for that course.



The default Year/Term will be prepopulated.



To select a different *Year/Term*, click on the drop down box [  ] icon and click on the year/term for which a request for a grade change is needed for a student.

### Class List Page

Click on the *[GO]* link under *Change Grades*, A *Class List* page will display with all registered students and grades posted for those students.

Grade Change Request						
CRJS 3201 01 (id:143448) Research Methods and Statistics for Criminal Justice						
For Fall Semester 2014						
Tech Id	Student Name	Seq Number	Current Grade	Last Changed	Submitted Grade	Last Submitted
00358215	Abelar, Madeline F	1	C	12/18/2013		<a href="#">Edit</a>
10658711	Balun, Tessie F	1	B	12/18/2013		<a href="#">Edit</a>
00358216	Bara, Sarah F	1	C	12/18/2013		<a href="#">Edit</a>
00357989	Benotti, Jesus M	1	B	12/18/2013		<a href="#">Edit</a>
10543365	Boyer, Shawn M	1	B	12/18/2013		<a href="#">Edit</a>
11945511	Dinsmore, Lupe F	1	B	12/18/2013		<a href="#">Edit</a>
00353608	Dishong, Danielle F	1	C	12/18/2013		<a href="#">Edit</a>
00359464	Fangman, Charles F	1	C	12/18/2013		<a href="#">Edit</a>
11452693	Frisk, Lucius M	1	A	12/18/2013		<a href="#">Edit</a>
11815285	Gillespi, Lannie F	1	A	12/18/2013		<a href="#">Edit</a>
00357889	Guinee, Delcie F	1	A	12/18/2013		<a href="#">Edit</a>

This report details the information of the students for the course that was selected, which includes *Tech ID*, *Student Name*, *Seq Number*, *Current Grade*, *Last Changed*, *Submitted Grade* and *Last Submitted*.



- Tech ID - The Tech Id of the student
- Student Name – The name of the student starting with their last name.
- Seq Number - The seq number is for the possibility of students taking the same course multiple times during the year term.
- Current Grade – The current grade of the student
- Last Changed - The date of the posted grade
- Submitted Grade – The suggested new grade to be reviewed
- Last Submitted – The date of the suggested new change that has been submit for review

Click on the [Edit] to suggest a change to the current grade of a student.

### Proposed New Grade

**NOTE:** Only one student can be processed at a time.

\* New Grade

Last Date Attended

\* Reason

Signature Required  (if this is your institutional policy)

Please Note: If this grade change requires an approval signature, the actual signed document must also be submitted to Records and Registration Department before the grade change is stored on the student record.

**NOTE:** The [\*] fields are mandatory

**NOTE:** If your institution requires an approved signature, the institution’s current form must be submitted to the Records and Registration before submitting a proposed grade change.

Select the *New Grade* from the dropdown box  icon.

If a LDA (Last Date Attended) is needed for the new grade; fill in the field using MM/DD/YYYY format.

Click in the *Reason* field and provide a short description for the grade change.

If a signature is required by your institution per your policy; validate that the  icon has a check mark in the box.

**NOTE:** The default is marked with a check mark

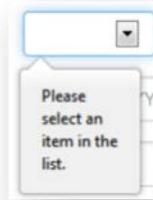




Click on the [Save] button.

Warning popup message will appear for missing fields.

When the *New Grade* has not been selected from the dropdown box, this message will appear. *Please select an item in the list.*



When the Reason field has not been populated, this message will appear. *Please fill out this field.*



## Review page

**Review**

3201 90 (id:146262) Research Methods and Statistics for Criminal Justice  
For 2014 Spring

The Following Student Grade Change will be Submitted

Tech Id	Student Name	Seq Number	Current Grade	Last Changed	Submitted Grade	Last Submitted
11895683	Alphin, Laronda F	1				

New Grade:

Last Date Attended:

Reason:

Signature is Required and Obtained

Enter Password:

The **[Cancel]** button will delete the information

The Review page will display.

Validate that the information is correct.

Enter your Password then click on the **[Submit]** button.



A warning message will appear if the password was not entered or invalid.

Invalid password entered. Please retry.

## Confirmation Page

A Confirmation Page will appear.

**Confirmation**

CRJS 3201 01 (id:143448) Research Methods and Statistics for Criminal Justice  
For Fall Semester 2014

*The Following Student Grade Change has been Submitted*

Tech Id	Student Name	Seq Number	Current Grade	Last Changed	Submitted Grade	Last Submitted
10858711	Balun, Tessie F	1	B	12/18/2013		

New Grade:

Last Date Attended:

Reason:

Signature is Required and Obtained

[Return to Course List](#) [Print](#)

The [*Print*] button will bring up a browser page. To print this page, use the Browser's Print option. The print options will vary by browser.

**Confirmation**

3201 01 (id:143448) Research Methods and Statistics for Criminal Justice  
For Fall Semester 2014

*The Following Student Grade Change has been Submitted*

Tech Id	Student Name	Seq Number	Current Grade	Last Changed	Submitted Grade	Last Submitted
10858711	Balun, Tessie F	1	B	12/18/2013	A	06/24/2014

New Grade: F  
Last Date Attended:  
Reason: Completed assignments  
Signature is Required and Obtained

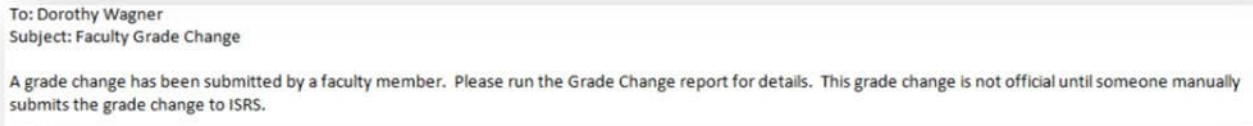


Click on the Browser Back button to return to the Course List form or click on the [Return to Course List].

The proposed grade change and date it was submitted will appear on the page.

Grade Change Request						
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11945511	Dinsmore, Lupe F	1	B	12/18/2013		<a href="#">Edit</a>
00353608	Dishong, Dannielle F	1	C	12/18/2013		<a href="#">Edit</a>
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An automated email message will be sent to the email setup as Dept. email. An example is listed below.



**NOTE:** Each institution will have their own process to contact the faculty when the grade has been change.

### Department Email sent to Dept Email

Once a grade change is submitted, the Records and Registration Department will be notified via email.



**NOTE:** Each institution must set up a Registrar's email address on the contacts page or the faculty members will get a message that no email address exists for the process to send email.



### New Grade Displayed

When the manual update has occurred the new grade will appear under the Current Grade Column and the Last Changed date will display the new date.

### Grade Change Request

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For Fall Semester 2014

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00353608	Dishong, Dannielle F	1	F	06/24/2014		<a href="#">Edit</a>
00359464	Fangman, Charles F	1	C	12/18/2013		<a href="#">Edit</a>

### Help

If you have follow-up questions, get help as follows:

1. Access the Information Technology Services web site at [www.its.mnscu.edu](http://www.its.mnscu.edu), and click the **MnSCU Help Desk** quick link.
2. Create a Help Desk ticket and explain your question or problem.