

Administrator Initiated eGrade Change Request

Overview

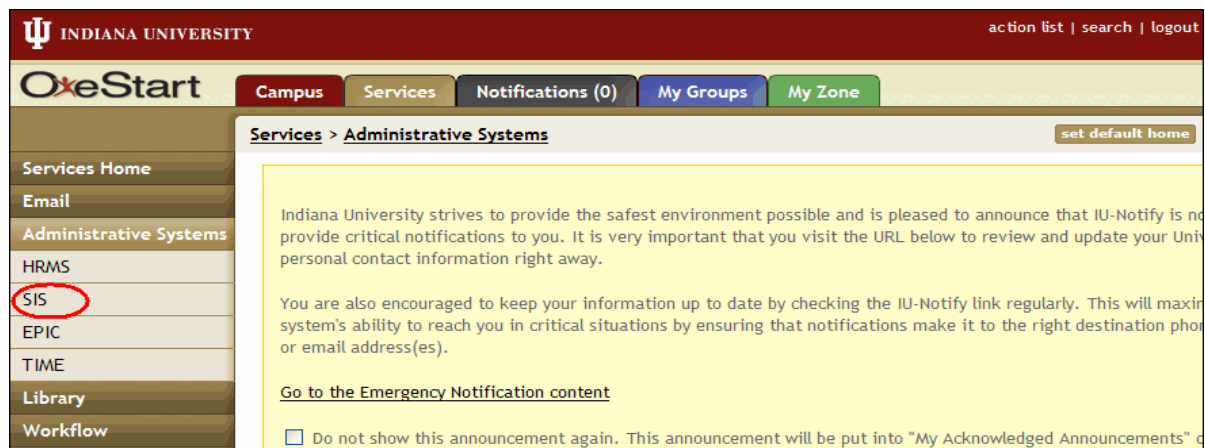
This process will allow an administrator in the SR E Initiator 2 GC role in SIS to electronically change a grade. The eGrade document is routed electronically to the same people who previously signed the forms. The electronic routing is called a path.

- “Nodes” of approval are set at each campus, according to their academic policies. **NOTE:** If you are part of the route path for the document you initiated, you may be skipped due to the fact that you initiated the document (this setup varies by campus).
- **NOTE: For eGrade Change, the administrator takes the place of the instructor.** Upon completion, the instructor will receive a notification that the change has been made.
 1. Course Authority (Department offering the course)
 2. Course Dean Authority (Dean of School offering the course)
 3. Academic Affairs Committee Chair
 4. Vice Chancellor Academic Affairs
 5. Academic Authority (Dean of Student’s current school/program)
 6. Registrar 1 (First level of approval in Registrar’s office)
 7. Registrar 2 (Second level of approval in Registrar’s office)
 8. Veteran’s Affairs notification (Only if student has a VA student group)
- Once approved and the SIS enrollment table is updated, e-mail confirmation will be sent to the University email address of the student, the instructor, and the administrator who initiated the document.

Steps

Administrator Initiates an eGrade Change Request

1. Log into OneStart.



The screenshot shows the Indiana University OneStart portal. The top navigation bar includes the university logo, the name "INDIANA UNIVERSITY", and links for "action list | search | logout". Below this is the "OneStart" logo and a set of tabs: "Campus", "Services", "Notifications (0)", "My Groups", and "My Zone". A sidebar on the left lists various services: "Services Home", "Email", "Administrative Systems", "HRMS", "SIS", "EPIC", "TIME", "Library", and "Workflow". The "SIS" link is circled in red. The main content area displays a notification from "Services > Administrative Systems" regarding IU-Notify, with a link to "Go to the Emergency Notification content" and a checkbox option to "Do not show this announcement again."

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- Under the *Administrative Systems* section, select **SIS**.
- In the **Academic Services** content area, click on **eGrade Change** under the **eForms Processing** heading.

Administrator Initiated Grade Change

Please enter Student's University ID

Upon pressing Submit, a list of the student's courses and grades you are authorized to change will be displayed.

Student's University ID:

- Enter the **Student's University ID**.
 - Click .
- A list of the student's courses will appear by term. You can narrow the course selections by entering the **Subject**, **Catalog Number**, and/or **Term** and then click .

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Student: Student, lma
University ID: 0000011111
NetworkID: istudent

Enter at least 1 optional search field to narrow your course selection(s):
 Subject (ENG-W): Catalog Number (131):
 Term (4078):

Or select the Course for your request.

15 items found, displaying 1 to 10. [First/Prev] 1, 2 [Next/Last]

Select?	Term	Institution	Title	Subject	Catalog Nbr	Class Nbr	Career	Session	Units	Grade	Grading Basis	Repeat Code
<input type="checkbox"/>	Summer 2007	IUBLA	BASIC ACCOUNTING SKILLS	BUS-A	100	13100	Undergrad	Summer Session 1	1	C	GR1-Graded	REPT
<input type="checkbox"/>	Summer 2007	IUBLA	ENVIRONMENT AND PEOPLE	SPEA-E	162	4128	Undergrad	Summer Session 1	3	D+	GR1-Graded	
<input type="checkbox"/>	Spring 2007	IUBLA	BASIC ACCOUNTING SKILLS	BUS-A	100	7731	Undergrad	Eight Week - First	1	W	WDR-Withdrawn	
<input type="checkbox"/>	Spring 2007	IUBLA	BASIC ACCOUNTING SKILLS	BUS-A	100	31022	Undergrad	Eight Week - Second	1	D	GR1-Graded	DUPL
<input type="checkbox"/>	Spring 2007	IUBLA	BUS & ECON STRATEGY PUBL ARENA	BUS-G	202	7911	Undergrad	Regular Academic Session	2	B	GR1-Graded	
<input type="checkbox"/>	Spring 2007	IUBLA	THE COMPUTER IN BUSINESS	BUS-K	201	8004	Undergrad	Regular Academic Session	3	C	GR1-Graded	
<input type="checkbox"/>	Spring 2007	IUBLA	LEGAL ENVIRONMENT OF BUSINESS	BUS-L	201	8033	Undergrad	Regular Academic Session	3	C	GR1-Graded	
<input type="checkbox"/>	Spring 2007	IUBLA	BUSINESS PRESENTATIONS	BUS-X	104	25697	Undergrad	Regular Academic Session	3	A-	GR1-Graded	
<input type="checkbox"/>	Spring 2007	IUBLA	BUSINESS COMMUNICATIONS	BUS-X	204	8259	Undergrad	Regular Academic Session	3	B+	GR1-Graded	
<input type="checkbox"/>	Fall 2006	IUBLA	BASIC ACCOUNTING SKILLS	BUS-A	100	14107	Undergrad	Eight Week - Second	1	F	GR1-Graded	DUPL

- Select the class for which the grade should be changed.

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NOTE: If a button is not displayed next to a particular student, that campus does not allow that type of grade change electronically. You should follow the paper grade change procedure for your campus.

7. Click .

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Student: Student, lma
Student Id: 0000011111
Student NetworkId: istudent
Term: Summer 2007
Session: Summer Session 1
Institution: Bloomington
Course: BUS-A 100 - BASIC ACCOUNTING SKILLS
Class Nbr: 13100

Current Academic Record

Units	Grading Basis	Current Grade
1	GR1-Graded	C

Change Course Grade to:

Select Grade

Select Reason for Grade Change

- Select Reason for Grade Change
- Miscalculation of Grade
- Missing Assignments Submitted
- Course Requirements Completed
- I lapse to F; reqs completed
- Other
- Late Drop
- Academic Misconduct

8. Select the new grade from the **Select Grade** drop-down menu. The grades that appear in this menu are subject to your configuration settings (the types of grade changes that are allowed electronically). If you do not see the grade you are looking for in the drop down list, you should follow the paper grade change procedure for your campus.
9. Select a reason for the grade change from the **Select Reason for Grade Change** drop down list. This is a required field.
10. Click .
11. If an **FN** is selected as the new grade, the **last date of attendance** must be entered. The **Rationale for Grade Change** field is required.

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Student: Student, Ima
Student Id: 0000011111
Student NetworkId: istudent
Term: Summer 2007
Session: Summer Session 1
Institution: IUBLA
Course: BUS-A 100 - BASIC ACCOUNTING SKILLS
Class Nbr: 13100

Current Academic Record

Units	Grading Basis	Current Grade
1	GR1-Graded	C

You are requesting a change of grade from a C to a FN for the reason of *Other*

Enter date student last attended class (mm/dd/yyyy):

Rationale for grade change (required):

I have reviewed the grade change request and wish to proceed.

12. Click to finalize the request. The request will then go to workflow for routing to the approvals specified for your campus.
13. Once the request has been submitted, the confirmation page is displayed containing the **Document ID** which can be used for tracking in workflow.

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Document ID: 1082207	Status: ENROUTE
Initiator: kkwade	Created: 2007-11-09 15:16:31.0

Student: Student, Ima
Student Id: 0000011111
Student NetworkId: istudent
Term: Summer 2007
Session: Summer Session 1
Institution: Bloomington
Course: BUS-A 100 - BASIC ACCOUNTING SKILLS
Class Nbr: 13100

Request to change grade on following course was submitted:
Document Id: 1082207
Units: 1
Old Grade: C
New Grade: C+
Reason: Miscalculation of Grade
Justification:

14. Once the request is finalized, the instructor (and/or initiator) and the student will receive an email

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message notifying them that the change is complete in SIS.

Additional Information

- Administrators must be in the **SR E Initiator 2 GC** role in SIS in order to submit eGrade Changes. Contact the Data Manager on your campus to inquire about receiving this access.
- The operator ID, creation date, and comment text are stored.
- The final approval date is stored even though it is not displayed.

Other Resources

Workflow online demonstration/tutorial and job aids:

http://ses.indiana.edu/campusServices/sisTraining/SIS9.0_onlineHelp/job_aids/sr/eDocs/