

Approver eGrade Change

Overview

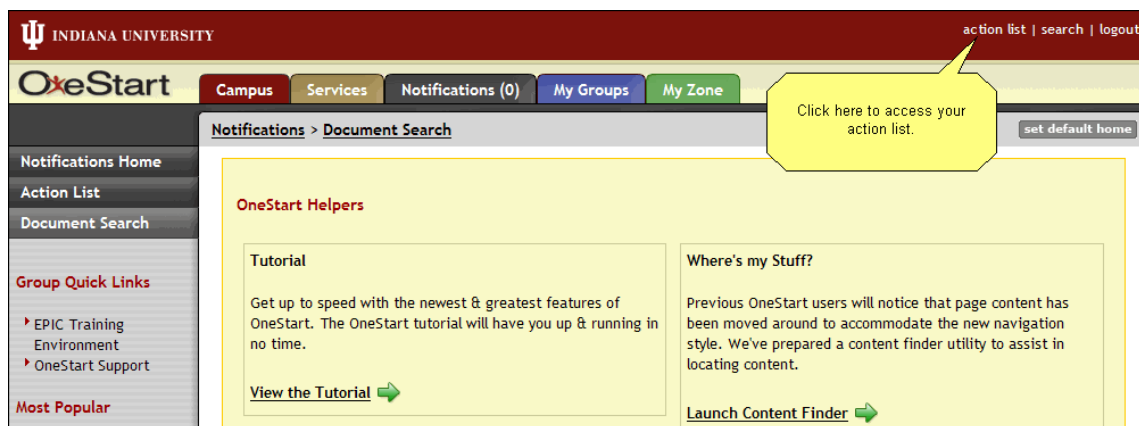
This process will allow an instructor or administrator (in the SR E Initiator 2 GC role in SIS) to electronically submit a grade change. The eGrade document is routed electronically to the same people who previously signed the forms. The electronic routing is called a path.

- “Nodes” of approval are set at each campus, according to their academic policies. **NOTE:** If you initiated a document and are also part of the route path for that document, you may be skipped due to the fact that you were the initiator (this setup varies by campus).
 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

Approver Action

1. Log into OneStart.




2. In the upper right corner of the page, click on **action list**.

Approver eGrade Change

X workflow [Preferences](#) [Refresh Action List](#) [Filter](#)

Action List

One item found.1

<u>Document Id</u>	<u>Type</u>	<u>Title</u>	<u>Route Status</u>	<u>Action Requested</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Workgroup Request</u>	<u>Route Log</u>
1083199	SIS SR Grade Change Document	Grade Change: Class#=10820, ENG-W 203, IUSEA, 4075	ENROUTE	APPROVE	Teacher, Ima		11:04 AM 11/16/2007	SIS.SE.ARL.CRSDEAN	

One item found.1

- The **Action List** will be displayed. The initial sort is by **Document ID**. You can sort this page by any of the links at the top of the list (**Document_ID**, **Type**, **Route Status**, **Initiator**, etc). To sort, double click on the underlined title of the column and the list will sort by that column.

The **Initiator** column displays the name of the instructor or administrator who initiated the document.

The **Title** column contains pertinent information specific to the request, which may help in sorting and filtering a list among the workgroup. The title includes the type of grade change, class number, subject, course prefix, catalog number, institution, and term.

There are eight types of grade changes:

- **Grade Change** (Official grade to official grade)
- **Removal of I** (Incomplete to official grade)
- **Removal of R** (R to official grade)
- **Retroactive W** (Official grade to withdrawn)
- **I to W** (Incomplete to withdrawn)
- **Extension of I** (Incomplete extended indefinitely)
- **F/N/N to W** (F for lack of attendance/no attendance to withdrawn)
- **ADS to W** (Academic Dishonesty grade to withdrawn)

- Click on **Route Log** icon for detail of when the request was submitted. It also provides other information related to the document.

X workflow [Refresh](#)

Document Id: 1082087

Document Title	Grade Change: Class#=10820, ENG-W 203, IUSEA, 4075		
Document Type	SIS SR Grade Change Document	Created	03:45 PM 11/06/2007
Initiator	Ima Teacher	Last Modified	09:44 AM 11/14/2007
Route Status	ENROUTE	Last Approved	
Route Node(s)	SIS.SR.GradeChange.Registrar1	Finalized	

Actions Taken

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	Ima Teacher		03:45 PM 11/06/2007	
show	John Doe		09:44 AM 11/14/2007	

Pending Action Requests

Action	Requested Of	Time/Date	Annotation
show	IN ACTION LIST APPROVE SIS.SE.REGRI	09:44 AM 11/14/2007	

Future Action Requests [show](#)

Approver eGrade Change

- Click on the **Document ID** to access the request.

Instructor Initiated Grade Change		Document ID:	1083199	Status:	ENROUTE
		Initiator:	iteacher	Created:	2007-11-16 11:04:03.0
Name:	Student, Ima				
ID:	0000011111				
Term:	Summer 2007				
Institution:	Southeast				
Career:	UGRD				
Program:	NDEGO - Non-Degree Undergraduate				
Plan:	VISIT - Visiting				
Learning Management	PS1PRD				
Grade Change request:					
Class#	10820				
Subject	ENG-W				
Catalog#	203				
Description	CREATIVE WRITING				
Instructor Name	Teacher, Ima				
Instructor ID	0000022222				
Units	3				
Orig Grade	F				
New Grade	D-				
Reason for Change	Miscalculation of Grade				
Add Note (viewable by student & approvers):					
<input type="text"/>					
<input type="button" value="approve"/> <input type="button" value="disapprove"/> <input type="button" value="cancel document"/> <input type="button" value="hold"/> <input type="button" value="add note"/>					


- Once the document is retrieved, you need to review it to determine whether approval may be granted. Standards for approval/non-approval are the same as those used with the paper-driven process.

- Approve:** Reviewer approves action and submits for next level of approval or update to SIS.
- Disapprove:** Reviewer disapproves action and notification of that action will be returned to the initiator. A note should be added to explain why document was disapproved.
- Cancel document:** Reviewer has received notice from the initiator that the document should be cancelled.
- Hold:** The document has been reviewed, but is not ready for action. If you click the hold button, the following message will be displayed: **"You have placed this request on hold. The document has been marked with your username in the action list."**
 - If an individual in the workgroup takes this action, others in the workgroup will see the advisor's username next to this **Document ID** when they view their **Action List**. "Holding" a document does not lock others from accessing the document nor does it prevent anyone else from taking action.
- Add Note** field may be used by approver. Notes should always be used if disapproving or cancelling a request to explain the reason for such action. Note that **Notes** are visible to anyone on the route path. *Do not enter any information that should not be considered part of the academic record, to be viewed by personnel in the academic departments, schools or the Registrar.*

- Once the document is approved, the following will be displayed.

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Instructor Name	Teacher, Ima				
Instructor ID	0000022222				
Units	3				
Orig Grade	F				
New Grade	D-				
Reason for Change	Miscalculation of Grade				
The request has been approved.					
Add Note (viewable by student & approvers):					
<input type="text"/>					
<input type="button" value="add note"/>		<input type="button" value="close window"/>			

- When you are finished reviewing/approving the request, click .
- The final approval based on campus-specific requirements (refer back to page 1) will send the add request to the SIS enrollment engine for processing. Consequently, the grade will be changed on the student's record. If there is an error in processing, the document will go to the Registrar's office for resolution.

In addition, an email is automatically generated to the instructor, student, and administrator (if someone other than the instructor initiated the document) informing him/her of the successful completion of the grade change as well as providing the document ID.

When a document is approved, disapproved, or cancelled, a note is automatically added to the document showing the ID of the approver.

If the grade change is **Disapproved** or **Canceled**:

- The SIS Enrollment Table will **not** be updated.
- Notification will be sent to the instructor's or administrative initiator's University e-mail address.

Additional Information

- 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/