

On-line Grade Change Workflow Procedures

Instructions for Submitting and Approving Grade Changes

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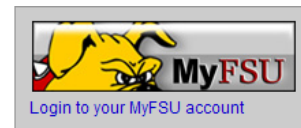
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On-line Grade Change Workflow Procedures

Instructions for Submitting a Grade Change

Step 1: MyFSU

- Login to MyFSU.
- Navigate to the Faculty Services tab.
- In the Faculty Tool channel choose "Grade Change".



Step 2: Choose a Student

- Type in a Student's ID number and click "Submit."
- Click "Submit" again after confirming the correct student is listed, or use the back button to enter a different Student ID #.

Notes:

- ❖ Only courses taken in the last year are eligible for on-line grade changes. Courses that do not appear on the SSB page require a manual paper Grade Change form be completed.
- ❖ Only courses you are eligible to submit changes for (you are the instructor of record, etc.) will be listed on the SSB page.

Step 3: Change a Grade

- Click on the "Change Grade" button in the middle of the page.

Information for Student								
Term	CRN	Course	Title	Credits	Grade	Action	Grade Mode	Grade Description
201001	12323	EDUC-511-001	Prin Edu Evaluation - Research	3	B	Change Grade	Standard Letter	Instructor Correction

- Choose a "Reason" for the change.
- Choose the New Grade letter.
- Click the "Submit" button.

Term	CRN	Course	Title	Credits	Grade Mode	Current Grade	Grade Description
201001	12323	EDUC-511-001	Prin Edu Evaluation - Research	3	Standard Letter	B	Instructor Correction

Reason for Change:

New Grade:

- Verify the information on the screen and click "Submit" to continue or "Cancel" to change.
- If you are finished, log out. To process another Grade Change, click the "Select Another Student..." button to start at Step 2 above.

Notes:

- ❖ Your submission will be automatically e-mailed to the appropriate Department Head or Dean for review.
- ❖ If your Department Head or Dean does not approve your Grade Change, an e-mail will be returned to the faculty member only. It is the responsibility of the faculty member to inform the student.
- ❖ If the person submitting the grade change is a Department Head or Dean, the Grade Change will be processed immediately; no additional approval is needed.
- ❖ If you have submitted a Grade Change and it has not been processed in a reasonable amount of time, check with your Department Head or Dean.

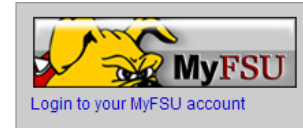
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Instructions for Submitting and Approving Grade Changes

You will receive an e-mail informing you that a Grade Change has been submitted.

Step 1: MyFSU

- Login to MyFSU.
- Navigate to the Workplace tab.
- Locate the Worklist channel on the right-hand side.
- Click on the item needing approval.



Step 2: Decision

- After reviewing the information on the screen, click the “Approved” or “Not Approved” button.
- Insert Comments as desired.
- Click “Complete” to process the decision.

Notes:

- ❖ For an “Approved” decision, an e-mail will be sent to the initiating faculty member and the student with this decision and Banner will be updated automatically.
- ❖ For a “Not Approved” decision, an e-mail will be returned to the faculty member only. It is the responsibility of the faculty member to inform the student.
- ❖ If you are finished, log out. To process another Grade Change, Click the “Select Another Student...” button to start at Step 2 above.

Student ID:	98765432
Name:	[redacted]
Original Grade:	C-
New Grade:	A
Change Reason:	OK
* Approval:	<input checked="" type="radio"/> Approved <input type="radio"/> Not Approved
Comments:	<input type="text"/>
CRN:	98273
Subject:	MATH
Number:	11E
Course:	Intermediate Algebra
Term:	200808
Faculty:	[redacted]