

Online Change of Grade Quick Guide

Online Change of Grade Quick Guide – For Instructors

- Login to MyCoyote and select Faculty Center
- Select the term/year that requires a grade change
- Click the Grade Roster icon for the class that requires a grade change

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Faculty Center

My Schedule

Winter 2017 | 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 > Winter 2017 > CSU San Bernardino

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		IP 198Q-01 (21422)	INTERNATIONAL PROGRAM (QTR) (Supervision)	15	TBA	TBA	Jan 7, 2017- Mar 20, 2017
		ISA 198Q-01 (24429)	INTERNATIONAL STUDY ABROAD QTR (Supervision)	3	TBA	TBA	Jan 7, 2017- Mar 20, 2017
		NSE 198Q-01 (24362)	NATIONAL STUDENT EXCHANGE QUAR (Supervision)	1	TBA	TBA	Jan 7, 2017- Mar 20, 2017

[View Weekly Teaching Schedule](#)

[Go to top](#)

My Exam Schedule > Winter 2017 > CSU San Bernardino

You have no final exams scheduled at this time.

[Go to top](#)

- Click the Change Grade button for the appropriate student

Grade Roster

 [View FERPA Statement](#)

Winter 2017 | Regular Academic Session | CSU San Bernardino | Undergraduate

▼ **IP 1980 - 01 (21422)** change class

INTERNATIONAL PROGRAM (QTR) (Sup)

Days and Times	Room	Instructor	Dates
TBA	TBA	Amy Braceros	01/07/2017 - 03/20/2017

Display Options: *Grade Roster Type Final Grade ▼ <input type="checkbox"/> Display Unassigned Roster Grade Only	Grade Roster Action: *Approval Status Approved ▼ Posted Import Grades from File
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Student Grade		ID	Last Name	First Name	Roster Grade	Official Grade	Incomplete Contract	Change Grade	Academic Career	Last Date of Attendance	Status
<input type="checkbox"/>	1	0027	[REDACTED]	Melissa	I	I	Update	Change Grade	Postbaccalaureate		Posted
<input type="checkbox"/>	2	0049	[REDACTED]	Nadia	B+	B+		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	3	0053	[REDACTED]	Jordan	A-	A-		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	4	0050	[REDACTED]	Laura	F	F		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	5	0049	[REDACTED]	Ashley	B-	B-		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	6	0040	[REDACTED]	Felipe	A	A		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	7	0046	[REDACTED]	Jennifer	A	A		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	8	0049	[REDACTED]	Javier	C+	C+		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	9	0046	[REDACTED]	Allison	B-	B-		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	10	0046	[REDACTED]	Nadia	B+	B+		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	11	0051	[REDACTED]	Sirena	B	B		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	12	0047	[REDACTED]	Berenice	A-	A-		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	13	0048	[REDACTED]	Cesar	F	F		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	14	0041	[REDACTED]	Alejandra	D-	D-		Change Grade	Undergraduate		Posted
<input type="checkbox"/>	15	0036	[REDACTED]	Erin	C	C		Change Grade	Postbaccalaureate		Posted

- The Change of Grade Request will populate the page
- Enter the "To" grade
- Select a Reason Code
 - Note - A Reason for Change is required if "Other" is selected
- Select Submit

Change of Grade Request

Student's Name Erin ██████
Title of Course INTERNATIONAL PROGRAM (QTR) **Coyote ID Number** 003 ██████
Department Undergraduate Studies **Course #** IP 198Q (# 21422) **Units** 4.00
Instructor ██████
Term Original Grade was Awarded Winter 2017

Change Grade From C *To B-  Enrollment Request ID
 *Reason Code  
 Reason For Change

Personalize | Find |  |  First  1 of 1  Last

Comment	DateTime	Assigned Operator ID	Comment
1			

- If the grade is being changed from an "I" (incomplete), a date of completion is necessary before the Grade Change can be submitted

Change of Grade Request

Student's Name Mel [REDACTED]
 Title of Course INTERNATIONAL PROGRAM (QTR) Coyote ID Number 002 [REDACTED]
 Department Undergraduate Studies Course # IP 198Q (# 21422) Units 4.00
 Instructor [REDACTED]
 Term Original Grade was Awarded Winter 2017

Change Grade From I *To A Enrollment Request ID

Work Completed 06/14/2017 [Calendar Icon]

*Reason Code "I" work completed

Reason For Change

Personalize | Find | [Link Icon] | [Calendar Icon] | First 1 of 1 Last

Comment	DateTime	Assigned Operator ID	Comment
1			

Submit

Add Comment

Save

- Once you select Submit, the Level 1 Approver will be contacted via email that a change of grade is waiting for his/her review
 - Level 1 Approver – Dean, Chair or Coordinator
 - Level 2 Approver – Office of the Registrar

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

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

- Once the Grade of Change has been approved by the Level 1 Approver, the Level 2 Approver will be contacted via email that a Grade Change is waiting final processing

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

Personalize | Find | 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

- Once the Change of Grade request has been approved by both the Level 1 and Level 2 Approvers, the grade will be programmatically changed in PeopleSoft

Change of Grade Request

Student's Name Eri [REDACTED]
Title of Course INTERNATIONAL PROGRAM (QTR) Coyote ID Number 003 [REDACTED]
Department Undergraduate Studies Course # IP 198Q (# 21422) Units 4.00
Instructor [REDACTED]
Term Original Grade was Awarded Winter 2017

Change Grade From C *To B- Enrollment Request ID
*Reason Code Instructor Error
Reason For Change

Personalize | Find | First 1 of 1 Last

Comment	DateTime	Assigned Operator ID	Comment
1			

Add Comment

Level 1 Approver

▶ Change of Grade Status: **Approved**

Level 2 Approver

▶ Change of Grade Status: **Approved**

Save

- If the Change of Grade is denied at any stage, a reason for the denial is required

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 *To Enrollment Request ID 0003561883

*Reason Code

Reason For Change

Personalize Find  			First  1 of 1  Last
Comment	DateTime	Assigned Operator ID	Comment
1	04/10/17 5:44:32PM	002 [REDACTED]	Testing reasons

[Add Comments](#)

Level 1 Approver

▶ Change of Grade Status: **Denied**

Level 2 Approver

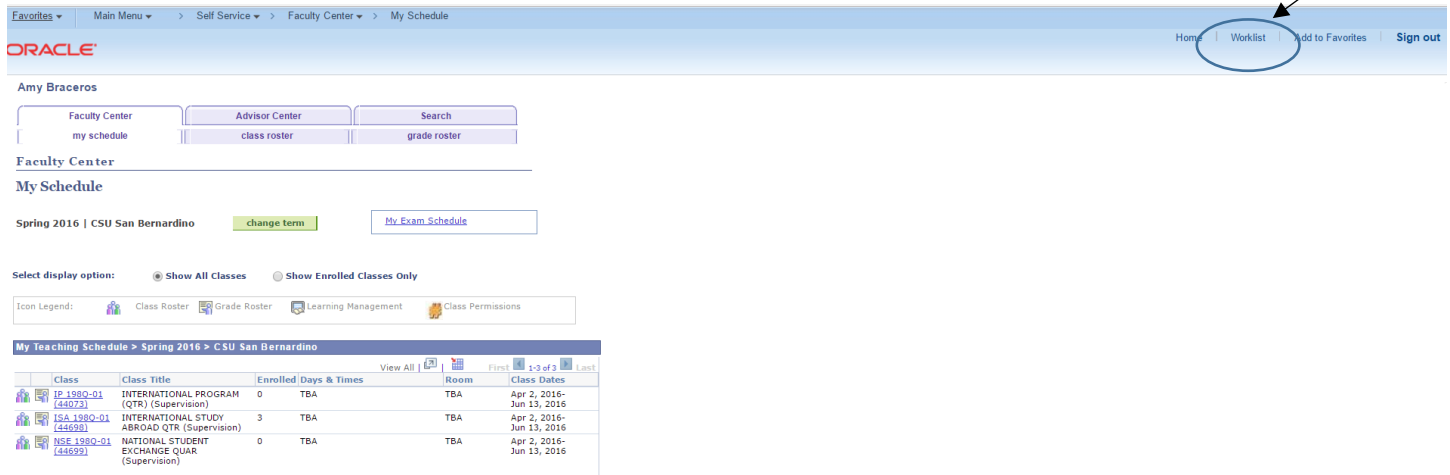
▶ Change of Grade Status: **Denied**

[Save](#) [Return to Search](#)

Online Change of Grade Quick Guide – For Approvers

- After receiving “A Grade Change is Waiting Your Review” email, click on Worklist (seen in ultra-tiny font) from either your Faculty Center as illustrated in screenshot #1

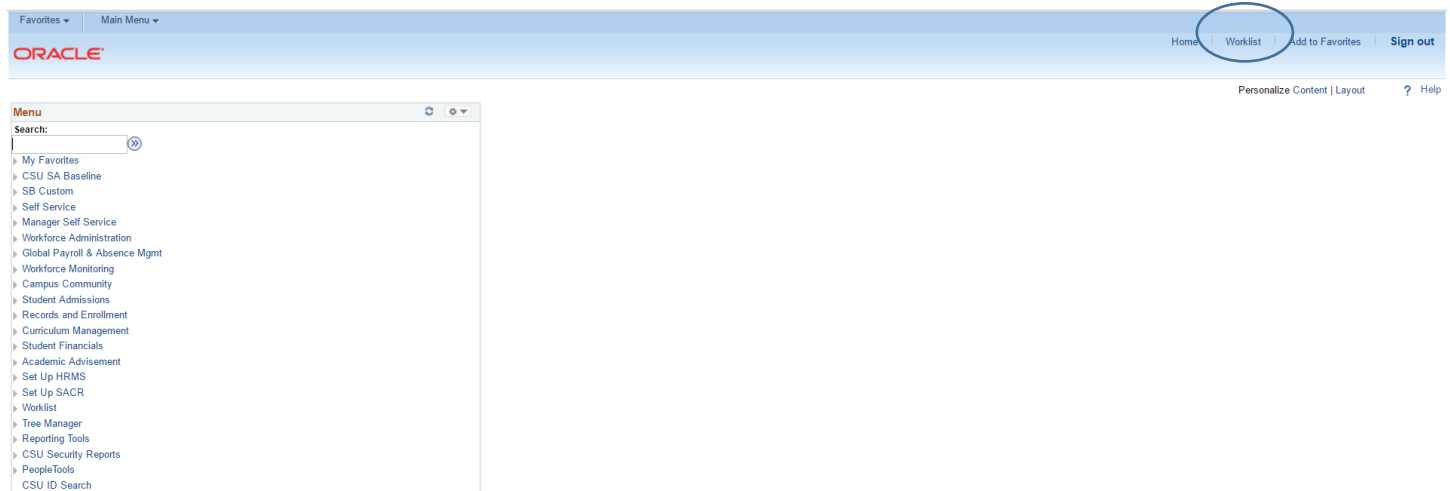
#1



The screenshot shows the Oracle PeopleSoft Faculty Center interface. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. The Worklist link is circled in blue, and an arrow points to it from the right. Below the navigation bar, the user's name 'Amy Braceros' is displayed, along with buttons for Faculty Center, Advisor Center, and Search. The 'My Schedule' section shows the current term as 'Spring 2016 | CSU San Bernardino' and a 'change term' button. Below this, there are radio buttons for 'Show All Classes' and 'Show Enrolled Classes Only'. A table titled 'My Teaching Schedule > Spring 2016 > CSU San Bernardino' is visible, listing classes with columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
IP 1980-01 (44073)	INTERNATIONAL PROGRAM (QTR) (Supervision)	0	TBA	TBA	Apr 2, 2016- Jun 13, 2016
ISA 1980-01 (44693)	INTERNATIONAL STUDY ABROAD QTR (Supervision)	3	TBA	TBA	Apr 2, 2016- Jun 13, 2016
NSE 1980-01 (44699)	NATIONAL STUDENT EXCHANGE QUAR (Supervision)	0	TBA	TBA	Apr 2, 2016- Jun 13, 2016

Or from the administrative pages in PeopleSoft as illustrated in screenshot #2



The screenshot shows the Oracle PeopleSoft administrative menu. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. The Worklist link is circled in blue, and an arrow points to it from the right. Below the navigation bar, the 'Menu' section is visible, showing a search bar and a list of administrative options such as My Favorites, CSU SA Baseline, SB Custom, Self Service, Manager Self Service, Workforce Administration, Global Payroll & Absence Mgmt, Workforce Monitoring, Campus Community, Student Admissions, Records and Enrollment, Curriculum Management, Student Financials, Academic Advisement, Set Up HRMS, Set Up SACR, Worklist, Tree Manager, Reporting Tools, CSU Security Reports, PeopleTools, and CSU ID Search.








- The Worklist Items that require your review will be listed
- Each line represents a unique change of grade request with a student's ID and name indicated
- Click a link

Worklist

Worklist for 002774563: Melissa Kristine Cobb

[Detail View](#)

Worklist Filters  Feed 

Worklist Items						Personalize	Find	View All		First	1-6 of 6	Last
From	Date From	Work Item	Worked By Activity	Priority	Link							
Mic [REDACTED]	06/19/2017	Approval Routing	Approval Workflow	3-Low 	SB_AWE01_GRADE_CHANGE_41_(002[REDACTED]ia)	Mark Worked						Reassign
Mic [REDACTED]	06/19/2017	Approval Routing	Approval Workflow	3-Low 	SB_AWE01_GRADE_CHANGE_42_(002[REDACTED]a)	Mark Worked						Reassign
Mic [REDACTED]	06/19/2017	Approval Routing	Approval Workflow	3-Low 	SB_AWE01_GRADE_CHANGE_43_(002[REDACTED]h)	Mark Worked						Reassign
Mic [REDACTED]	06/19/2017	Approval Routing	Approval Workflow	3-Low 	SB_AWE01_GRADE_CHANGE_44_(002[REDACTED]ros)	Mark Worked						Reassign
Mic [REDACTED]	06/19/2017	Approval Routing	Approval Workflow	3-Low 	SB_AWE01_GRADE_CHANGE_45_(002[REDACTED]ros)	Mark Worked						Reassign
Mic [REDACTED]	06/19/2017	Approval Routing	Approval Workflow	3-Low 	SB_AWE01_GRADE_CHANGE_46_(002[REDACTED]os)	Mark Worked						Reassign

- The student's Change of Grade will populate your page
- Click Approve or Deny – a comment will be required if the request is denied
- If approved, the link will be removed from your Worklist and the Records Office will be notified for final processing
- Click Worklist to access additional requests

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

Personalize | Find | First 1 of 1 Last

Comment	DateTime	Assigned Operator ID	Comment
1			

Approve Deny 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

Online Change of Grade Quick Guide – For Support Staff





- Support Staff in each department will have access to see the status of a Change of Grade
 - Level 1 Approver – Dean, Chair or Coordinator
 - Level 2 Approver – Office of the Registrar
- **Navigate to: Main Menu > SB Custom > SB SA Custom Menu > SB AWE > SB AWE Use > SB Grade Change – Inquiry**
- Search by Empl ID or Term **and** Class Nbr.

SB Grade Change

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID:	begins with ▼	003 [REDACTED]	
Academic Institution:	begins with ▼	[REDACTED]	
Academic Career:	begins with ▼	[REDACTED]	
Term:	begins with ▼	[REDACTED]	
Class Nbr:	= ▼	[REDACTED]	
Creation Date/Time:	= ▼	[REDACTED]	

Search

Clear

Basic Search



Save Search Criteria

Change of Grade Request

Student's Name E [REDACTED]

Title of Course INTERNATIONAL PROGRAM (QTR)

Coyote ID Number 003 [REDACTED]

Department Undergraduate Studies

Course # IP 198Q (# 21422)

Units 4.00

Instructor Amy Braceros

Term Original Grade was Awarded Winter 2017

Change Grade From C *To C+ Enrollment Request ID

*Reason Code Instructor Error

Reason For Change

Personalize | Find | First 1 of 1 Last

Comment DateTime	Assigned Operator ID	Comment
1		

Add Comment

Level 1 Approver

▶ Change of Grade Status: **Approved**

Level 2 Approver

▶ Change of Grade Status: **Approved**

Save Return to Search Previous in List Next in List