

Process to Change Grades Using the Grade Change Work Flow

<p>Navigation: ULINK>Faculty & Staff>Academics>Record Grades>Faculty Center</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Faculty Center Advisor Center Search Learning Management </div> <p>Faculty Center</p> <hr/> <p>My Schedule</p> <p style="text-align: right;">View FERPA Statement</p> <p>Spring 2017 University of Louisville change term View Personal Data Summary</p> <p>Select display option: <input checked="" type="radio"/> Show All Classes <input type="radio"/> Show Enrolled Classes Only</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="text-align: center;">Icon Legend: Class Roster Grade Roster</p> </div> <div style="background-color: #4F81BD; color: white; padding: 5px; margin-top: 10px;"> My Teaching Schedule >> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 15%;">Class</th> <th style="width: 25%;">Class Title</th> <th style="width: 10%;">Enrolled</th> <th style="width: 20%;">Days & Times</th> <th style="width: 15%;">Room</th> <th style="width: 15%;">Class Dates</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td>ENGL 101-01 (2757)</td> <td>INTRO COLLEGE WRITNG-WC (Lecture)</td> <td style="text-align: center;">35</td> <td style="text-align: center;">MoWeFr 8:00AM - 8:50AM</td> <td style="text-align: center;">Humanities 109</td> <td style="text-align: center;">Jan 9, 2017- May 2, 2017</td> </tr> </tbody> </table> <p style="margin-top: 10px;">View Weekly Teaching Schedule</p> <hr/> <p style="font-size: small; text-align: center;"> Faculty Center Advisor Center Search Learning Management </p>		Class	Class Title	Enrolled	Days & Times	Room	Class Dates		ENGL 101-01 (2757)	INTRO COLLEGE WRITNG-WC (Lecture)	35	MoWeFr 8:00AM - 8:50AM	Humanities 109	Jan 9, 2017- May 2, 2017	<p>1. Click on the Grade Roster icon next to the course that requires the grade change.</p>
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates									
	ENGL 101-01 (2757)	INTRO COLLEGE WRITNG-WC (Lecture)	35	MoWeFr 8:00AM - 8:50AM	Humanities 109	Jan 9, 2017- May 2, 2017									

Grade Roster

Spring 2017 | Regular Academic Session | University of Louisville | Undergraduate

▼ **ENGL 101 - 01 (2757)** change class

Introduction to College Writing - WC (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 8:00AM-8:50AM	Humanities 109	Lamar Braggs	01/09/2017 - 05/02/2017

Display Options:

*Grade Roster Type Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Approved **Posted**
[Request Grade Change](#)

Student Grade Transcript Note PDF

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status
1 1823426	Artsand Sciences,Test	C-	C-	GRD	Dental Services Degree - Dental Hygiene (LL) - BS	Freshman	Posted
2		A	A	GRD	Arts & Sciences Degree - Pre-Business	Freshman	Posted
3		B	B	GRD	Speed School Degree - Bioengineering - BS	Senior	Posted
4		A	A	GRD	Arts & Sciences Degree - Pre-Education	Freshman	Posted
5		B+	B+	GRD	Arts & Sciences Degree - Psychology/ Social Science	Freshman	Posted
6		C	C	GRD	Arts & Sciences Degree - History / track in Humanities	Senior	Posted
7 1821677	Business,Test	B-	B-	GRD	Dental Services Degree - Dental Hygiene (LL) - BS	Freshman	Posted
8		C+	C+	GRD	Arts & Sciences Degree - Criminal Justice	Freshman	Posted
9 1821680	Dental Sciences,Test	C+	C+	GRD	Speed School Degree - Bioengineering-Bach of Science	Freshman	Posted
10 1819488	Education,Test	A-	A-	GRD	Social Work Degree - Social Work - intended	Freshman	Posted
11		B-	B-	GRD	Business Degree - Undecided	Freshman	Posted
					Education Degree -		

2. This page will appear with a roster of your students.
3. In the Grade Roster Action Box, the Approval Status shows where the grades are posted.
4. Click on the Request Grade Change link.



University Grade Change Approval Process

Instructors (with the exception of School of Medicine and Law School) may now use the online grade change process (via the grade roster) for changing grades within the current semester. Since grade changes during the grading period only require the instructor's approval, these changes will be sent directly to the Registrar's Office for processing. The cut-off date for using the online procedure will be the day before the first day of the following Spring, Summer, or Fall term (for the Fall 2017 semester, the last day will be January 7th as the first day of Spring classes is January 8th). After that period, the traditional grade change form must be submitted.

We are currently conducting a pilot project involving all departments within the Speed School that would allow grade changes for any term. These grade changes will be processed via an email workflow to acquire all necessary approvals prior to reaching the Registrar's Office for processing. Grade changes for courses not in one of these departments must be submitted via the traditional Grade Authorization form. After a successful implementation of the pilot program, the online grade change request will be available to all academic units (with the exception of the Schools of Medicine and Law). We will notify the units well in advance. Once the grade change is processed within the Registrar's Office, notification will be sent to the instructor, student, and/or the dean (if required).

If there are any questions, please inquire via the Registrar's Office email account at regoff@louisville.edu or 502-852-6522.

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[Grade Change Approval Request](#)

[Return To Grade Roster](#)

5. Review the University Grade Change Approval Process, then click on Grade Change Approval Request.

Message catalog Number is 30000,41

Faculty Center Advisor Center Search Learning Management
my schedule class roster grade roster

Grade Change Authorization Request

Grade Change Request

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▼ **ENGL 101 - 01 (2757)**

Introduction to College Writing - WC (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 8:00AM-8:50AM	Humanities 109	Lamar Braggs	01/09/2017 - 05/02/2017

	ID	Name	Enrollment Status	Grading Basis	Official Grade	Request Grade Change	Change Status
1	1823426	Artsand Sciences,Test	Enrolled	Graded	C-	Request Grade Change	
2			Enrolled	Graded	A	Request Grade Change	
3			Enrolled	Graded	B	Request Grade Change	
4			Enrolled	Graded	A	Request Grade Change	
5			Enrolled	Graded	B+	Request Grade Change	

6. It will bring up a page that lists your students and each student will have a "Request Grade Change" button next to their record.
7. Identify the student for whom you are requesting a grade change, then click on the Request Grade Change Button.

Faculty Center

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Grade Change Authorization Request

Grade Change Request

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ENGL 101 - 01 (2757)

Introduction to College Writing - WC (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 8:00AM-8:50AM	Humanities 109	Lamar Braggs	01/09/2017 - 05/02/2017

Empl ID: 1823426 Arts and Sciences, Test

Eff Date: 04/10/2017

*Type of Change

Instructor: Lamar Braggs

Current Grade: C- *New Grade:

Comments:

Last Updated by: LOBRAG01

Last Update Date/Time: 04/10/17 4:31:45PM

Submit

[Return to Grade Change](#)

[Return to Grade Roster](#)

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- Click on the down arrow next to "Type of Change" and select the appropriate type of grade change.

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Introduction to College Writing - WC (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 8:00AM-8:50AM	Humanities 109	Lamar Braggs	01/09/2017 - 05/02/2017

Empl ID: 1823426 Artsand Sciences,Test

Eff Date: 04/10/2017

*Type of Change

- Instructor Approved
- Instructional Dean Approval
- Enrollment Dean Approval

Instructor: Lamar Braggs

Current Grade: C- *New Grade:

- A
- A+
- A-
- B
- B+
- B-
- C
- C+
- C-
- D
- D+
- D-
- EF
- F
- I
- IF
- NP
- NR
- UF

Comments:

Submit

Last Updated by: LOBRAG01

Last Update Date/Time: 04/10/17 4:31:45PM

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9. Select the down arrow beside "New Grade" and select the appropriate grade.

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Introduction to College Writing - WC (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 8:00AM-8:50AM	Humanities 109	Lamar Braggs	01/09/2017 - 05/02/2017

Empl ID: 1823426 Artsand Sciences,Test

Eff Date: 04/10/2017

*Type of Change Grade Change

Instructor: Lamar Braggs

Current Grade: C- *New Grade: B

- Instructor Approved
- Instructional Dean Approval
- Enrollment Dean Approval

Comments:

Last Updated by: LOBRAG01

Last Update Date/Time: 04/10/17 4:31:45PM

Submit

[Return to Grade Change](#)

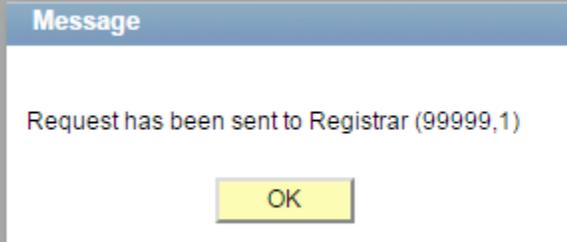
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- Once you have selected the grade type and the new grade, verify your information, then click on the Submit Button.

You should receive a confirmation message:



11. Process has been completed.

27			Enrolled	Graded	C	Request Grade Change	
28	1314086	Test,Academic	Enrolled	Graded	A+	Request Grade Change	
29	1313835	Test,Advising	Enrolled	Graded	A-	Request Grade Change	
30	1243803	Test,Stud 2	Enrolled	Graded	C	Request Grade Change	
31	1251014	Test,Student	Enrolled	Graded	D	Request Grade Change	
32	1248958	Test,Student Three	Enrolled	Graded	B-	Request Grade Change	
33			Enrolled	Graded	B	Request Grade Change	
34			Enrolled	Graded	A	Request Grade Change	
35			Enrolled	Graded	C	Request Grade Change	

[Return to Grade Roster](#)

[Student Not On Roster](#)

12. If the student is not on your grade roster (maybe they were a late add to the course), go to Request Grade Change -- #4 above -- then click on 'Student Not On Roster' at the bottom of the page.

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Introduction to College Writing - WC (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 8:00AM-8:50AM	Humanities 109	Lamar Braggs	01/09/2017 - 05/02/2017

Emp ID:

Eff Date: 04/18/2017

*Type of Change: Grade not on File

Instructor: Vanessa Blair

Current Grade:

*New Grade:

Instructor Approved

Instructional Dean Approval

Enrollment Dean Approval

Comments:

Last Updated by: LOBRAG01

Last Update Date/Time: 04/10/17 4:31:45PM

Submit

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[Return to Grade Roster](#)

13. Enter the Student's ID# in the Empl ID box.

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Days and Times	Room	Instructor	Dates
MoWeFr 8:00AM-8:50AM	Humanities 109	Lamar Braggs	01/09/2017 - 05/02/2017

Empl ID: Etest,Test n

Eff Date: 04/18/2017

*Type of Change:

Instructor: Vanessa Blair

Current Grade: *New Grade:

Comments:

Last Updated by: LOBRAG01

Last Update Date/Time: 04/10/17 4:31:45PM

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14. Hit 'tab' on your keyboard to verify the name is the correct student.

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Days and Times	Room	Instructor	Dates
MoWeFr 8:00AM-8:50AM	Humanities 109	Lamar Braggs	01/09/2017 - 05/02/2017

Empl ID: Etest,Test n

Eff Date: 04/18/2017

*Type of Change **Grade not on File**

Instructor: Vanessa Blair

Current Grade: *New Grade:

Comments:

[Return to](#)

[Grade](#)

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Last Updated by: LOBRAG01

Last Update Date/Time: 04/10/17 4:31:45PM

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[Grade](#)

- A
- A+
- A-
- B
- B+
- B-
- C
- C+
- C-

15. You'll notice that the Type of Change automatically populates to 'Grade not on File'.
16. Select the down arrow beside "New Grade" and select the appropriate grade.

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Introduction to College Writing - WC (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 8:00AM-8:50AM	Humanities 109	Lamar Braggs	01/09/2017 - 05/02/2017

Empl ID: Etest,Test n

Eff Date: 04/18/2017

*Type of Change:

Instructor: Vanessa Blair

Current Grade: *New Grade:

- Instructor Approved
- Instructional Dean Approval
- Enrollment Dean Approval

Comments:

Last Updated by: LOBRAG01

Last Update Date/Time: 04/10/17 4:31:45PM

[Return to Grade Change](#)

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17. Once you have selected the grade type and the new grade, verify your information, then click on the Submit Button.

Message

Request has been sent to Registrar (99999,1)

OK

18. Process has been completed.