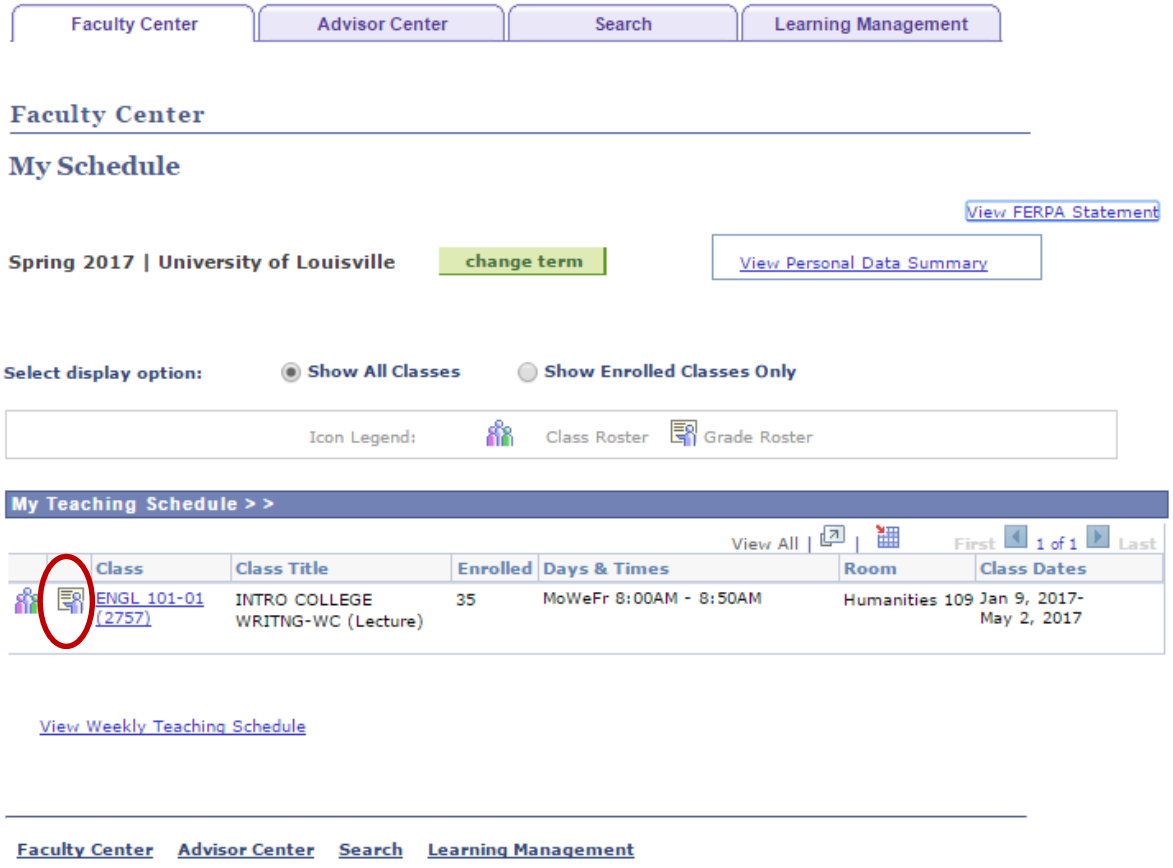
Process to Change Grades Using the Grade Change Work Flow

Navigation: ULINK>Faculty& Staff>Academics>Record Grades>Faculty Center		
	1. Click on the Grade Roster Icon next to the course that requires the grade change.	

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:

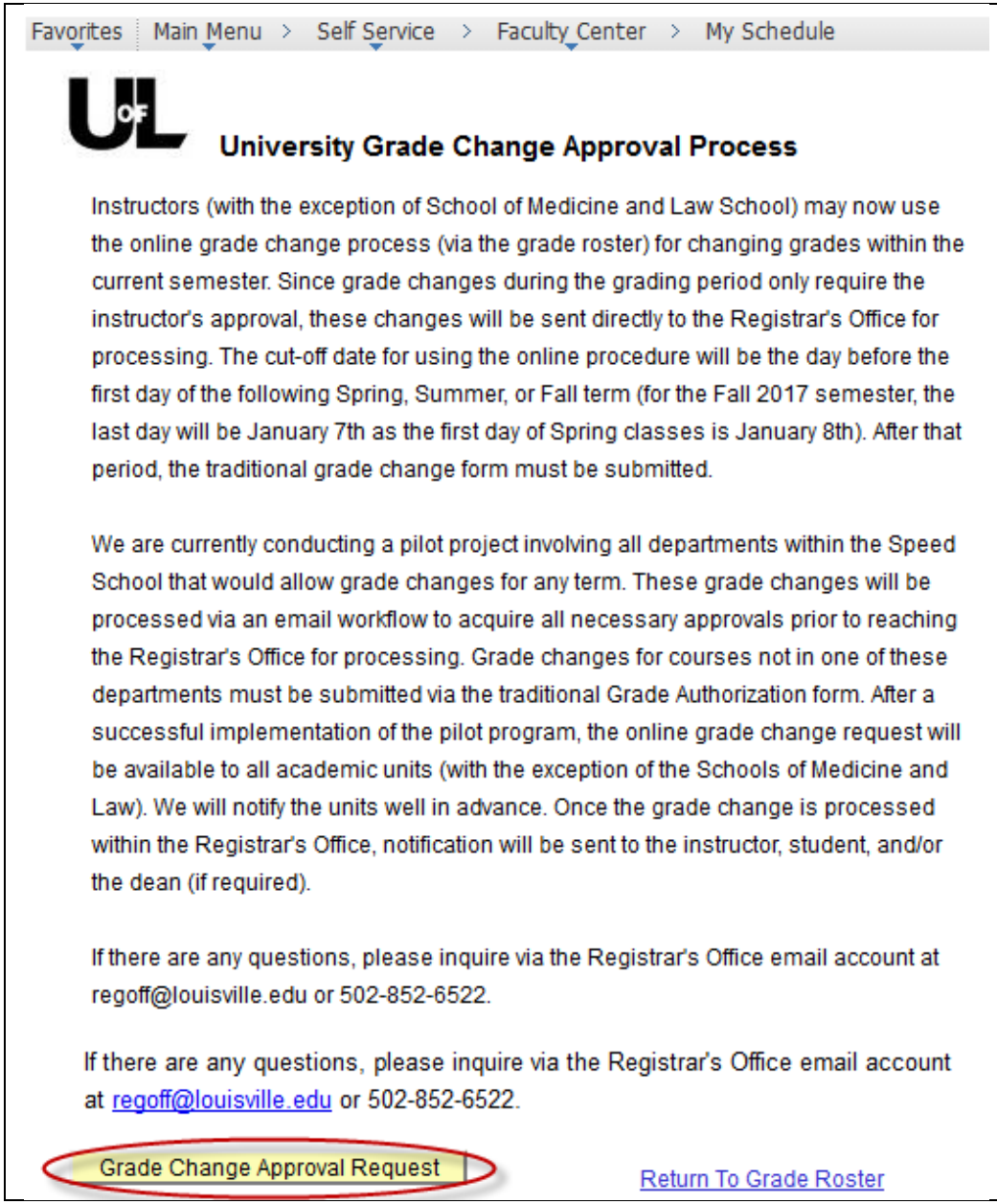
*Approval Status: Approved — Posted

Request Grade Change

Student Grade | Transcript Note

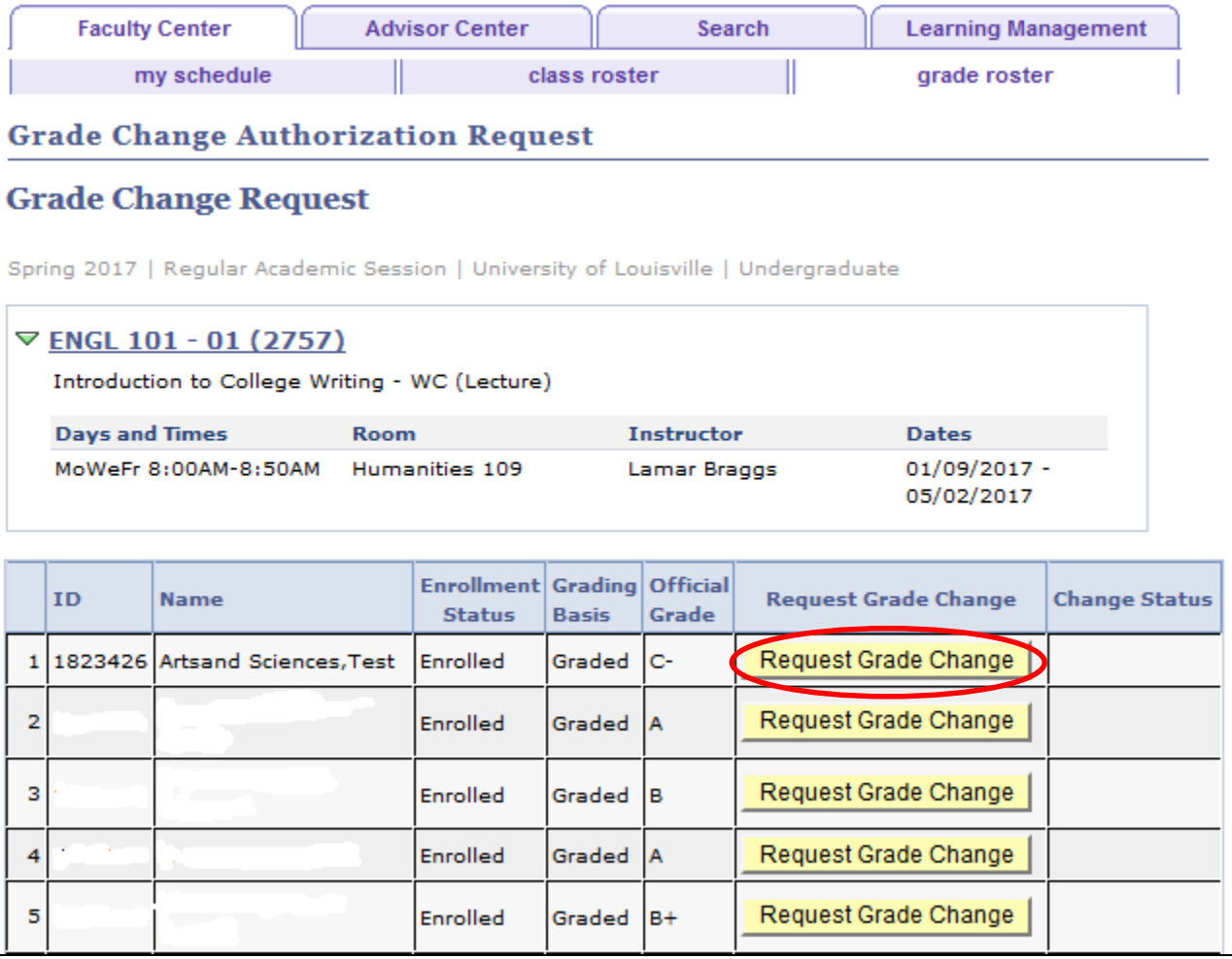
		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status
☐	1	1823426	Artsand Sciences,Test	C-	C-	GRD	Dental Services Degree - Dental Hygiene (LL) - BS	Freshman	Posted
☐	2			A	A	GRD	Arts & Sciences Degree - Pre-Business	Freshman	Posted
☐	3			B	B	GRD	Speed School Degree - Bioengineering -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.



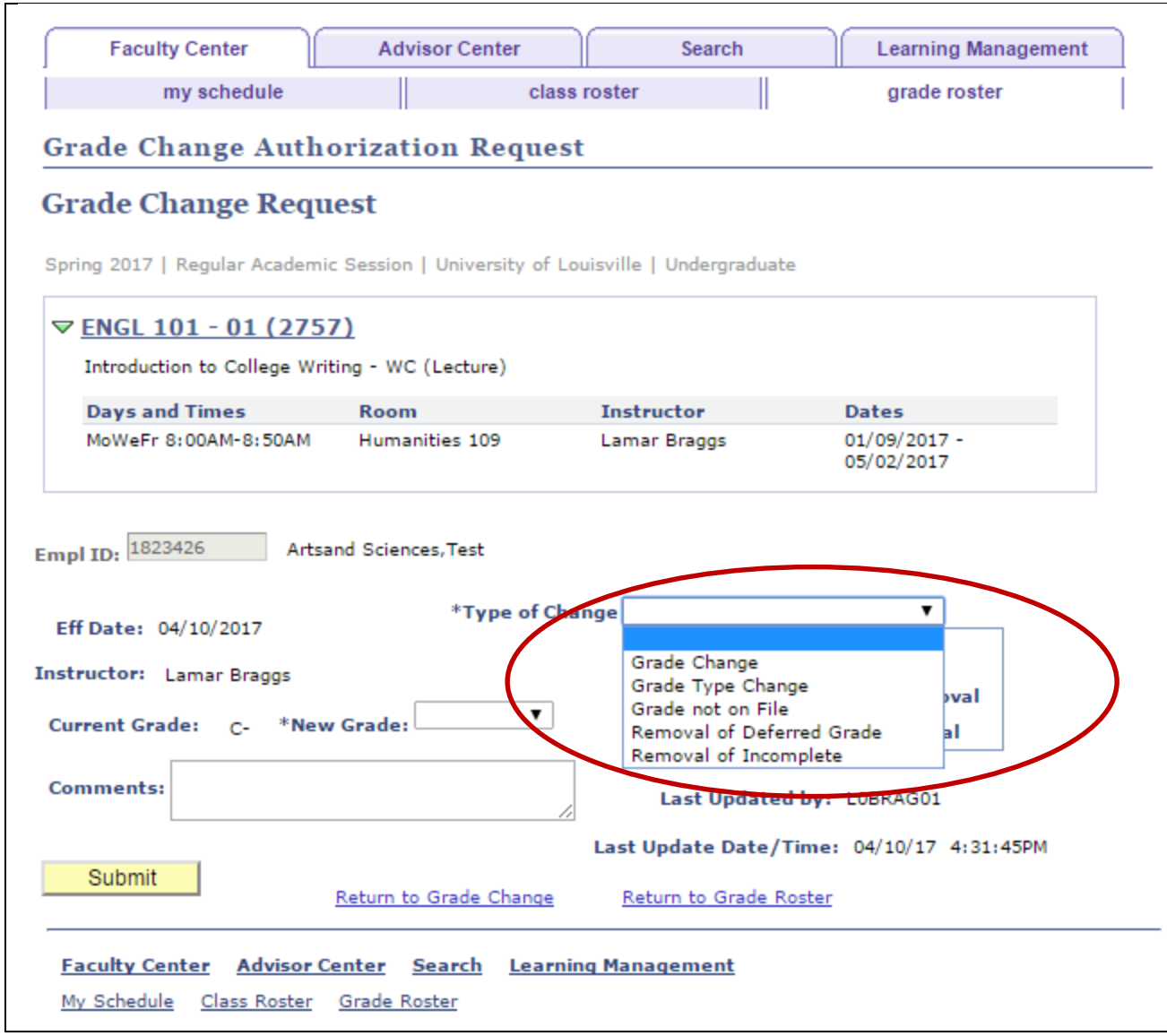
5. Review the University Grade Change Approval Process, then click on Grade Change Approval Request.

Message catalog Number is 30000,41

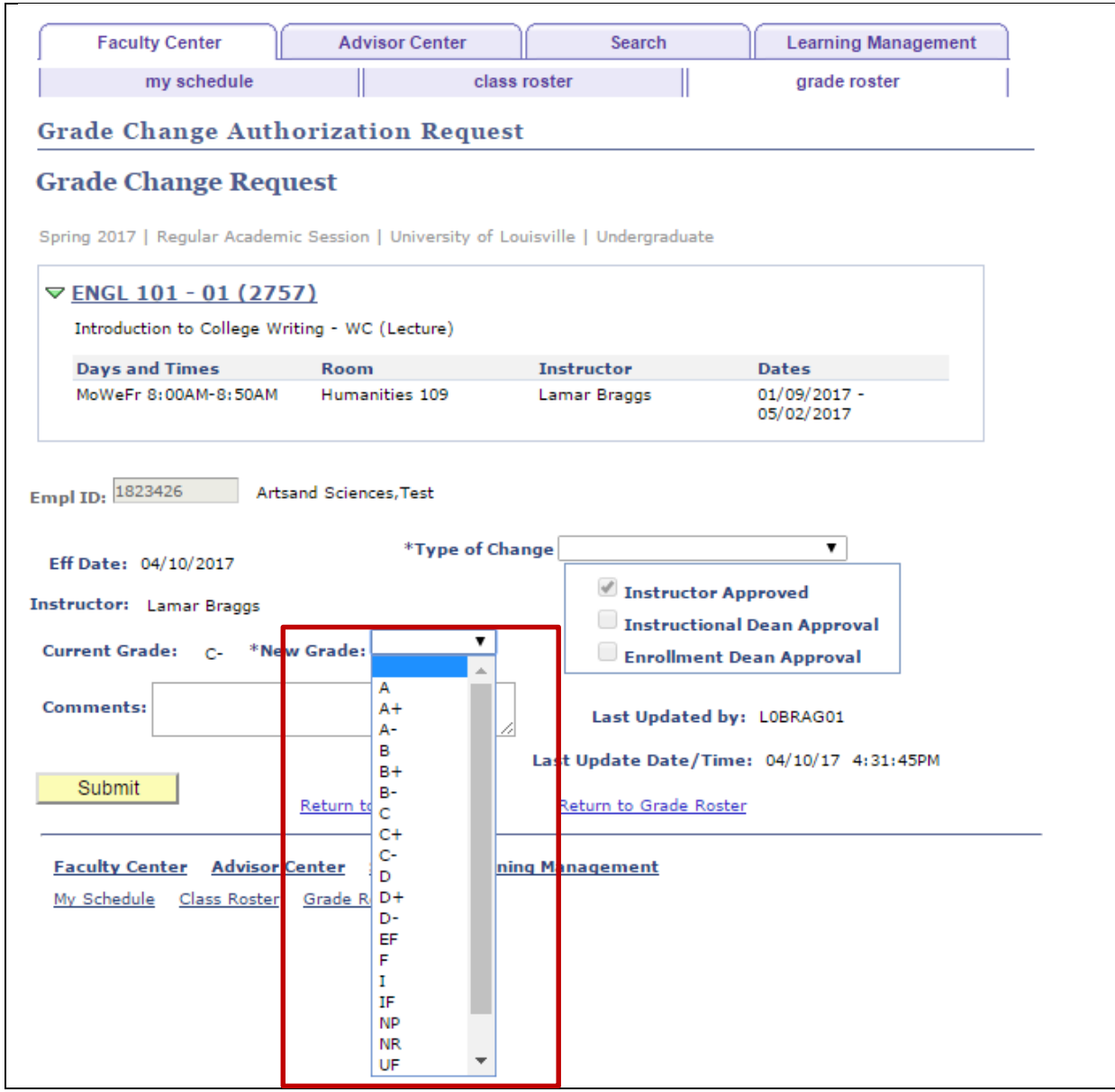


6. It will bring up a page that lists your students and each student will have a "Request Grade Change" button next to their record.

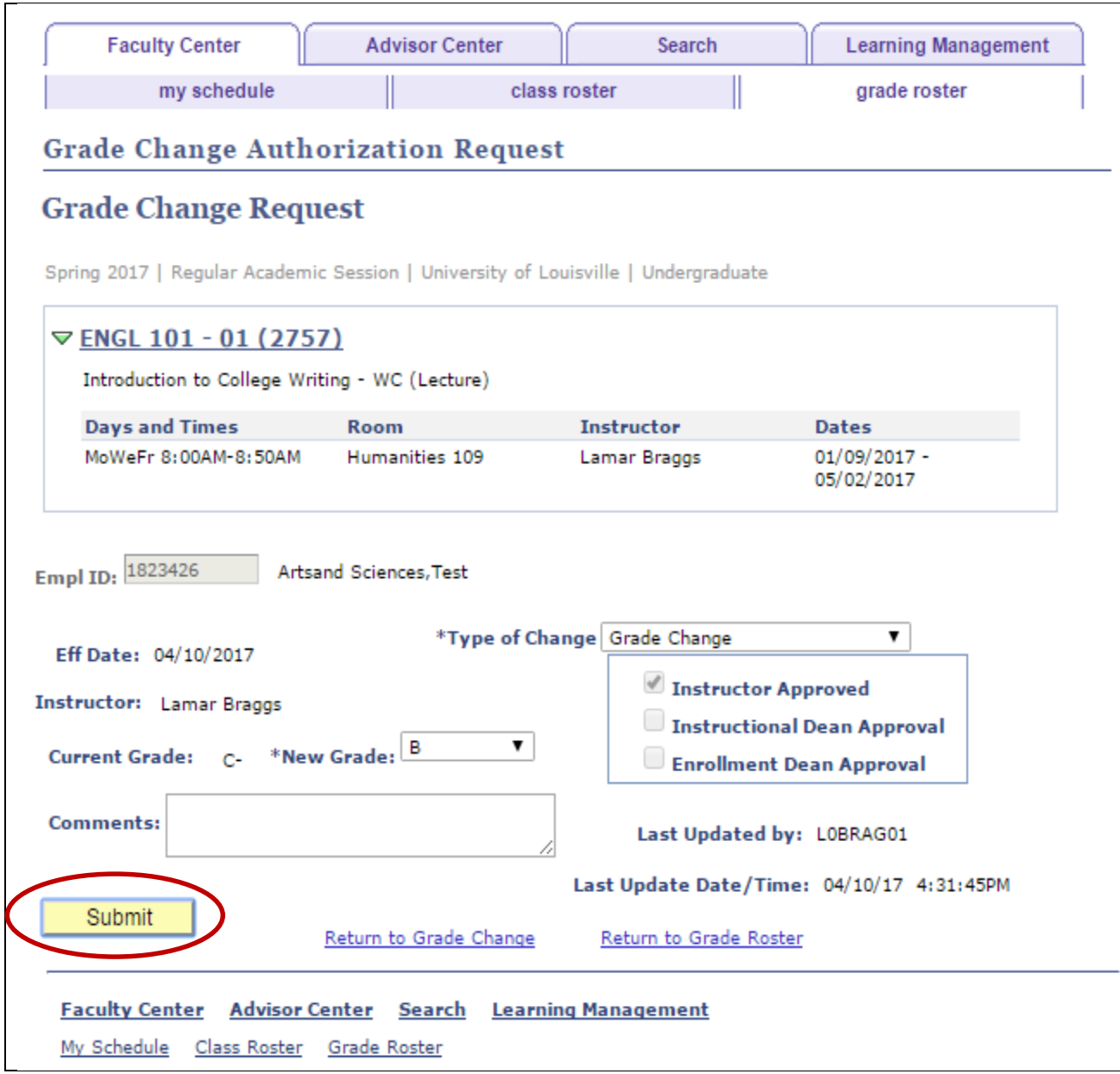
7. Identify the student for whom you are requesting a grade change, then click on the Request Grade Change Button.



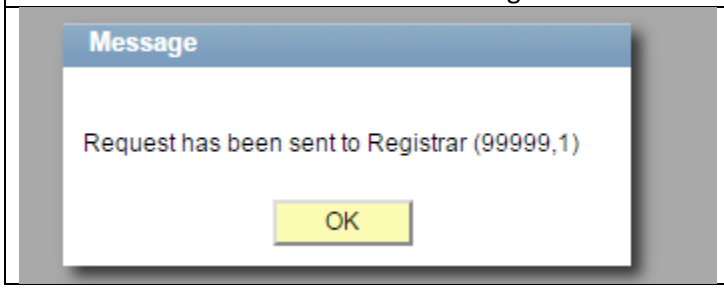
8. Click on the down arrow next to “Type of Change” and select the appropriate type of grade change.

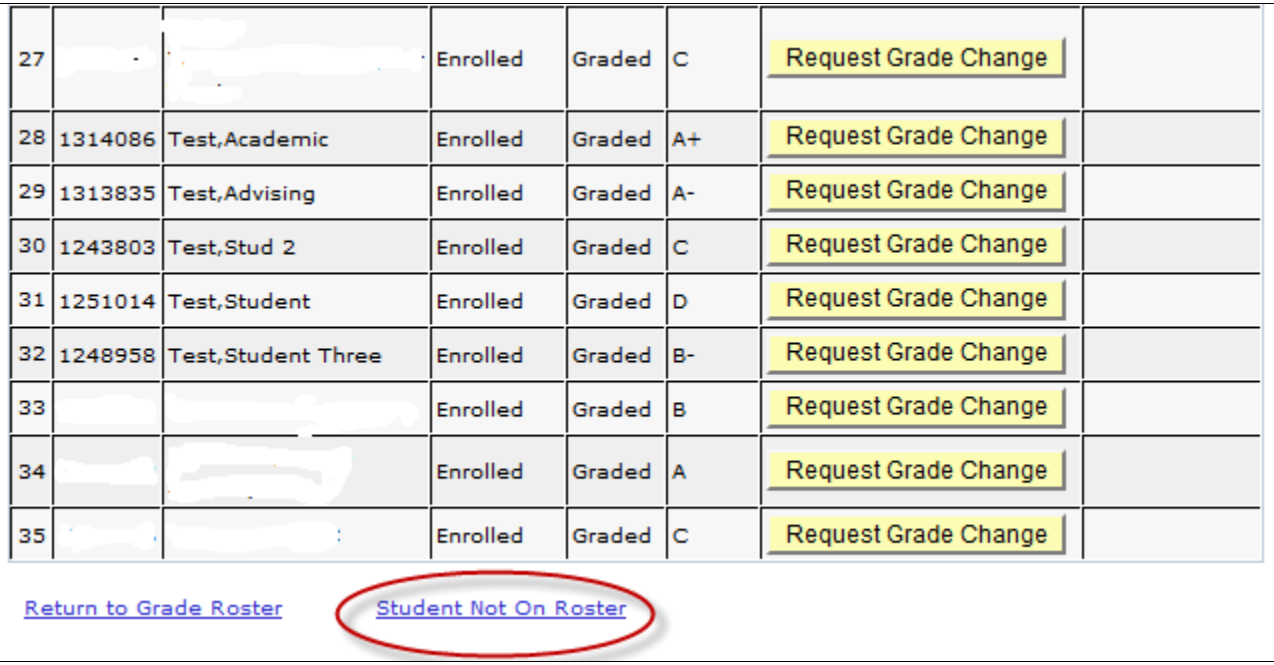


9. Select the down arrow beside “New Grade” and select the appropriate grade.



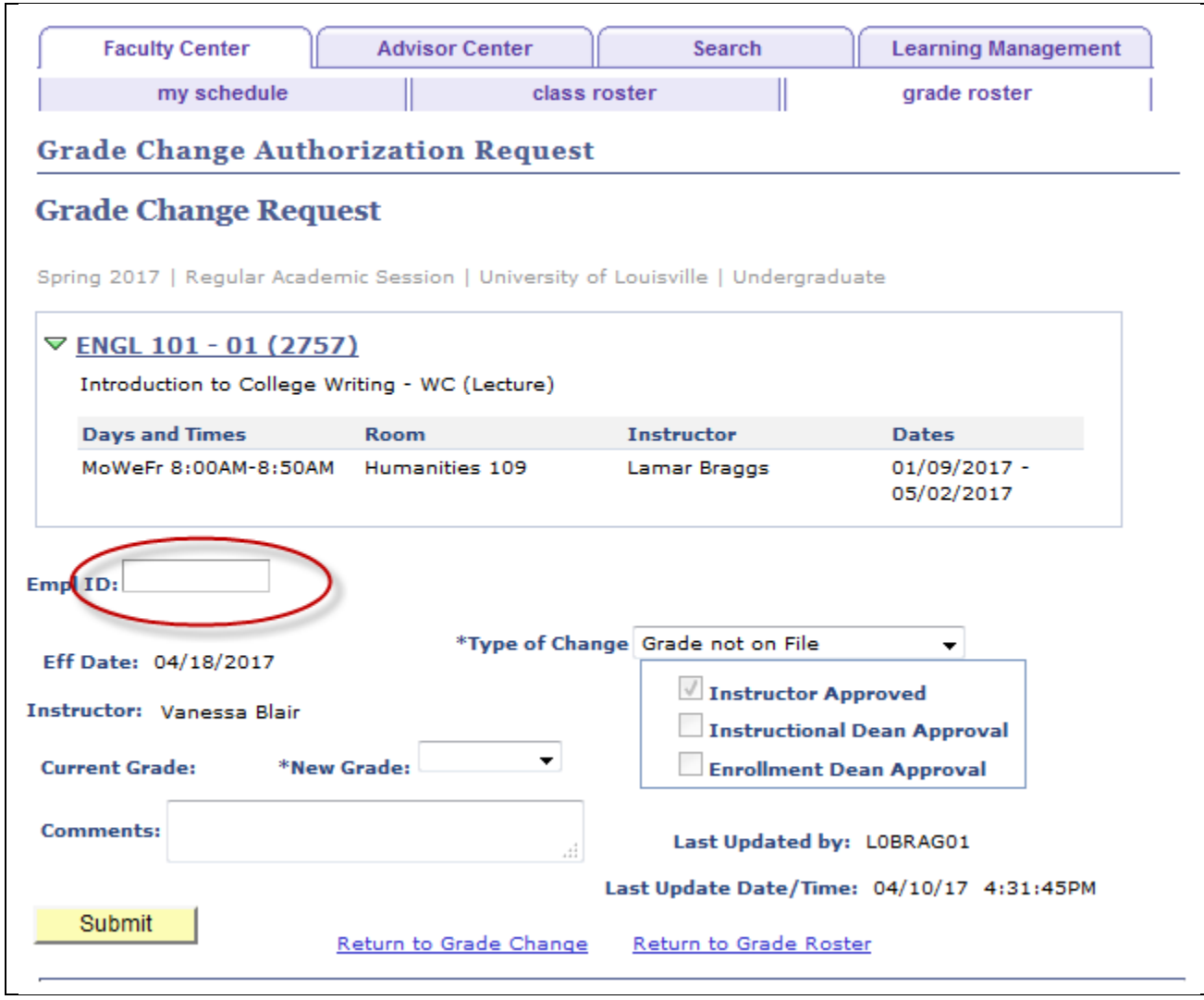
10. Once you have selected the grade type and the new grade, verify your information, then click on the Submit Button.

You should receive a confirmation message:			
		11. Process has been completed.	

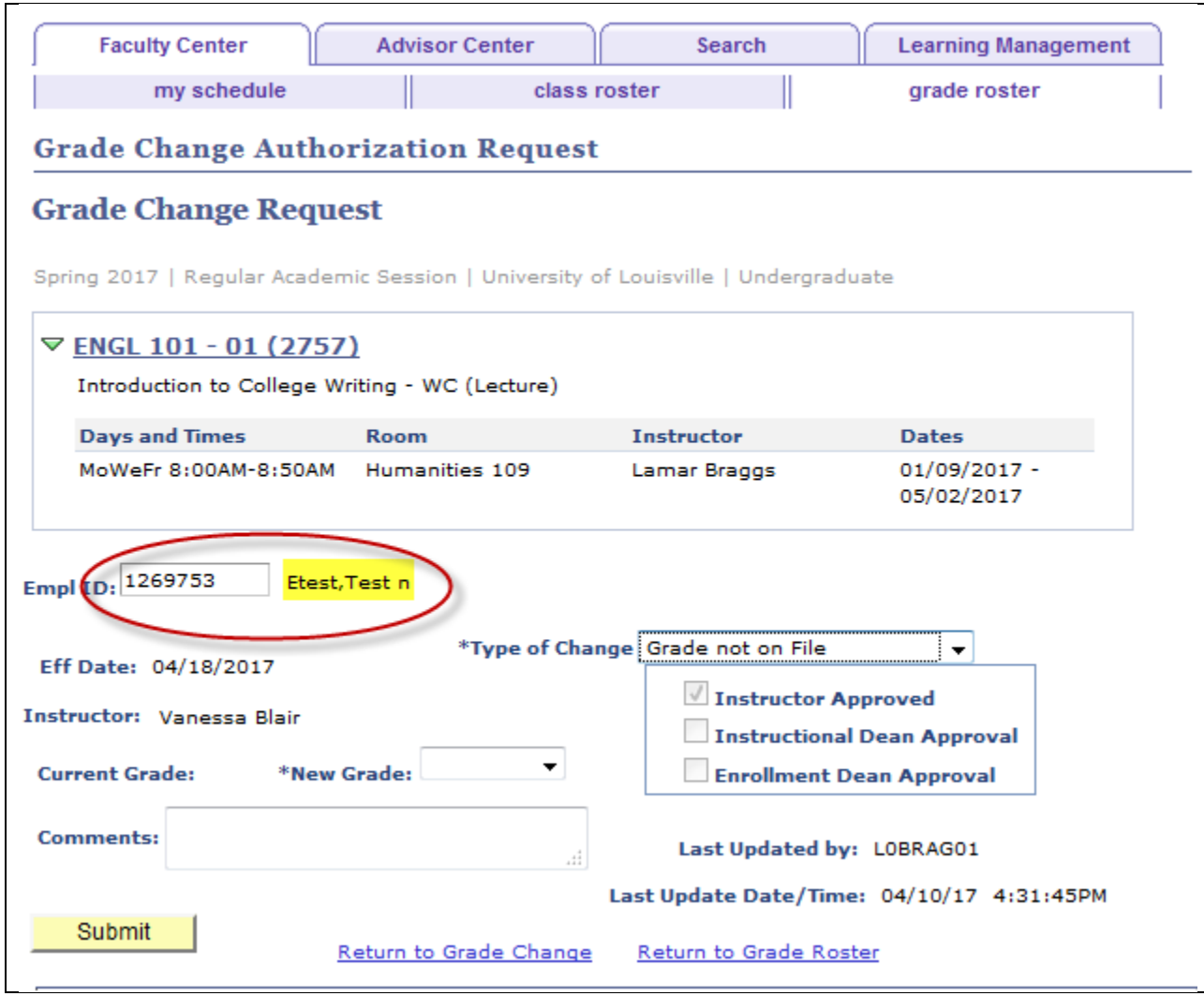


27			Enrolled	Graded	C	Request Grade Change	
28	1314086	Test,Academic	Enrolled	Graded	A+	Request Grade Change	
29	1313835	Test,Advising	Enrolled	Graded	A-	Request Grade Change	
30	1243803	Test,Stud 2	Enrolled	Graded	C	Request Grade Change	
31	1251014	Test,Student	Enrolled	Graded	D	Request Grade Change	
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	

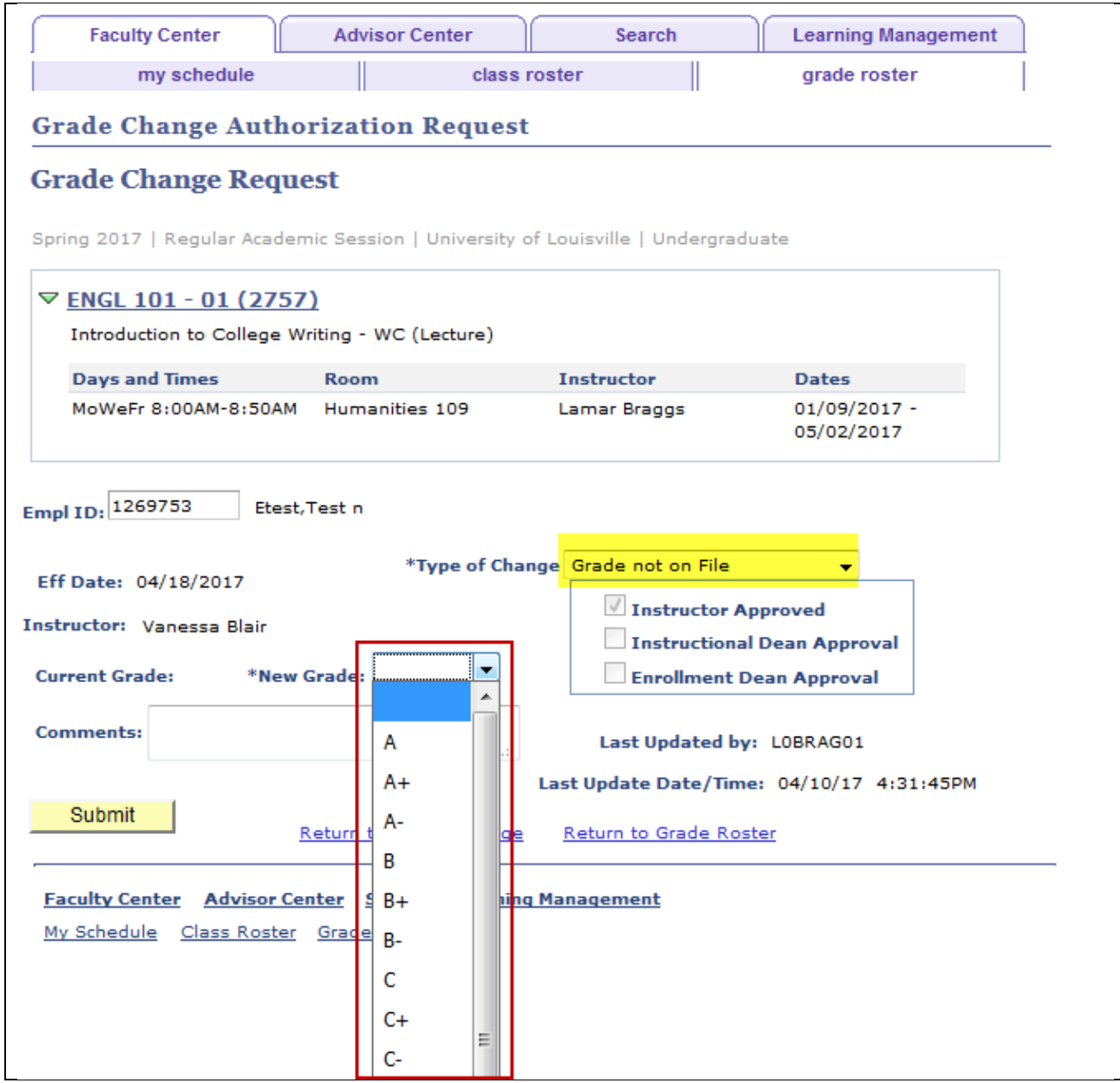
12. If the student is not on your grade roster (maybe they were a late add to the course), go to Request Grade Change -- #4 above -- then click on 'Student Not On Roster' at the bottom of the page.



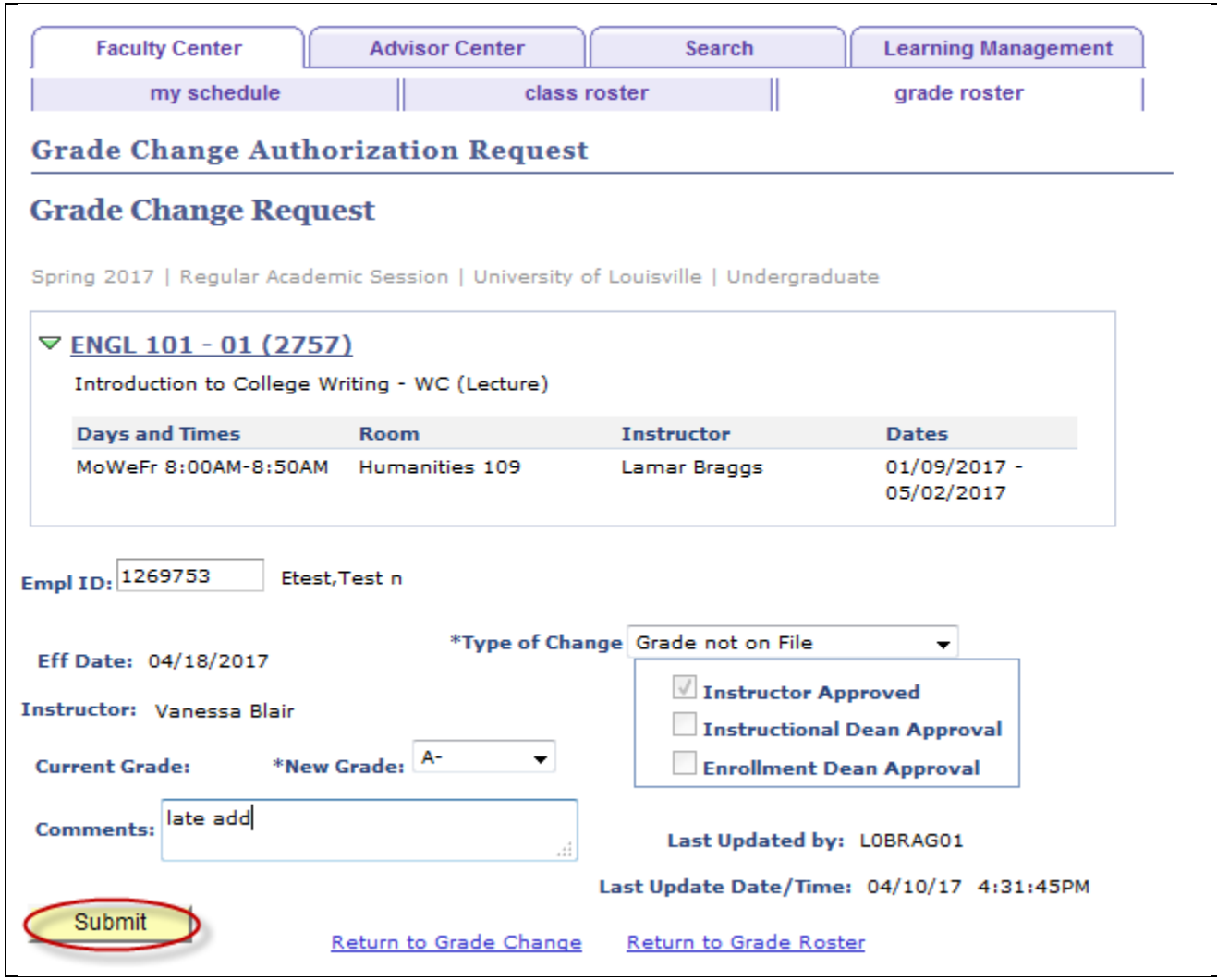
13. Enter the Student's ID# in the Empl ID box.



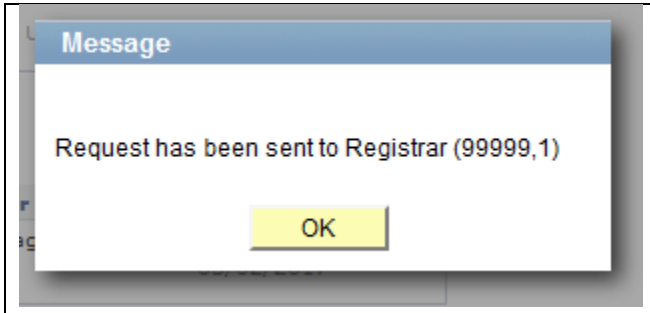
14. Hit 'tab' on your keyboard to verify the name is the correct student.



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.



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

		18. Process has been completed.	