

Dear Faculty/Chairperson/Dean,

Beginning **August 1, 2014**, we will roll out to a pilot group of colleges (Business, Design and Social Inquiry, Education, Engineering and Computer Science) the **electronic change of grade workflow** to replace the current paper version. This will be used for summer 2014 and forward.

The electronic change of grade link will be part of Faculty Self-Service Grading and can be accessed by all faculty. Below, for your convenience, we have included step-by-step directions on how to access and utilize the online Change of Grade via FAU Self-Service. If you have any questions, feel free to contact the Registrar's Office at registrar@fau.edu or call 561-297-3050.

Instructions for Faculty to File a Change of Grade

1. Log into Banner Self Service by going to www.fau.edu and placing your mouse on the Faculty & Staff tab.
2. Click on MyFAU Login.
3. Enter your user name and password. Click the Login button.
4. Click on the FAU Self-Service link and the Main Menu is displayed.
5. Click on the Faculty Services tab and the Faculty Services Menu will display as indicated below.
6. Click on the tile marked **Grade Changes** then follow the drop down selections to find the term, course, and student for the change.

The screenshot shows the FAU Self-Service interface. At the top, there is a dark blue header with the FAU logo and the text 'SELF-SERVICE'. Below the header, there is a 'Browse' dropdown menu. The main content area is titled 'Home > Faculty Services' and contains a navigation bar with three tabs: 'Personal Information', 'Faculty Services' (which is selected and highlighted in blue), and 'Employee'. Below the navigation bar is a grid of service tiles. The tiles are arranged in a 4x4 grid. The tiles in the first three rows are: Row 1: 'Student Information and Registration Menu', 'Term Selection', 'CRN Selection', 'Student ID Selection'; Row 2: 'Faculty Detail Schedule', 'Week at a Glance', 'Active Assignments', 'Assignment History'; Row 3: 'Detail Class List', 'Summary Class List', 'Final Grades', 'Registration Overrides'; Row 4: 'Add or Drop Classes (Student PIN Required)', 'Look Up Classes and Register (Student PIN Required)', 'Search Schedule of Courses', 'Departmental Course Schedule'. The bottom row contains four tiles: 'Course Catalog', 'Summary Wait List', 'Midterm Grades', and 'Detail Wait List'. The 'Grade Changes' tile is located in the bottom row, second column, and is highlighted with a red border.

Student Information and Registration Menu	Term Selection	CRN Selection	Student ID Selection
Faculty Detail Schedule	Week at a Glance	Active Assignments	Assignment History
Detail Class List	Summary Class List	Final Grades	Registration Overrides
Add or Drop Classes (Student PIN Required)	Look Up Classes and Register (Student PIN Required)	Search Schedule of Courses	Departmental Course Schedule
Course Catalog	Summary Wait List	Midterm Grades	Detail Wait List
Make a Payment	Grade Changes		

7. Select Term and choose your Course from the drop down box.

Grade Manager ?

— Class Information —

Term: Course:

Course:

- Spring 2014 (201401)
- Fall 2013 (201308)
- Summer 2013 (201305)
- Spring 2013 (201301)

Title:

Location:

— Students —

Student ZNumber | Student Last Name | Clear Search | Change Grade

ZNumber	Last Name	First Name	Middle Name	Grade	Change Reason	Grade Comment
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8. Choose the class name and section.

Grade Manager ?

Class Information

Term: Summer 2013 (201305) Course: |

Course: ARE 4313 (001) Art: Elementary School (CRN 52043) Boca Raton (01)
ARE 4313 (002) Art: Elementary School (CRN 58026) Distance Learning (76)
Title: ARE 4313 (010) Art: Elementary School (CRN 54030) Jupiter (18)
Location: BOT 4503 (001) Principles of Plant Physiology (CRN 57760) Boca Raton (01)
BOT 4503L (001) Principls Plant Physiology Lab (CRN 57761) Boca Raton (01)
BSC 1005 (002) Life Science (CRN 50124) Boca Raton (01)
BSC 1005L (001) Life Science Lab (CRN 56834) Boca Raton (01)
BSC 1005L (002) Life Science Lab (CRN 56835) Boca Raton (01)
BSC 1005L (003) Life Science Lab (CRN 50200) Boca Raton (01)
BSC 1005L (004) Life Science Lab (CRN 50201) Boca Raton (01)
BSC 1005L (005) Life Science Lab (CRN 54256) Boca Raton (01)
BSC 1010 (001) Biological Principles (CRN 50202) Boca Raton (01)
BSC 1010L (001) Biological Principles Lab (CRN 50202) Boca Raton (01)
BSC 1010L (002) Biological Principles Lab (CRN 50203) Boca Raton (01)

Students

Student ZNumber	Student Last Name	Clear
ZNumber	Last Name	First Name

Page 0 of 0 No data to display

9. Choose the student you want to enter a grade change and double click to add new grade information. (Student Z numbers and names removed for instructions purposes only.)

Grade Manager ?

Class Information

Term: Course:

Course: BSC 1010 (001)
 Title: Biological Principles
 Location: Boca Raton

Students

ZNumber	Last Name	First Name	Middle Name	Grade	Change Reason	Grade Comment
				C+		
				A		
				B+		
				A		
				W	Not Updatable	
				A		
				A		
				B		
				B		
				C+		
				A		
				B		
				A		
				B		
				B		
				B-		
				F		
				B		
				D+		
				A		

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10. Record the new grade, reason, and instructor comment. Incomplete grade requests will also require an extension due date, incomplete final grade, and grade comment. Click on **Submit** when all fields are complete.

The screenshot displays the 'Grade Manager' application window. At the top, the 'Class Information' section shows the following details: Term: Summer 2013 (201305), Course: BSC 1010 (001) Biological Principles (CRN ...) Boca Raton (01), Course: BSC 1010 (001), Title: Biological Principles, and Location: Boca Raton. Below this is a 'Students' table with columns for 'Student ZNumber' and 'Last N'. A 'Change Grade' dialog box is open in the foreground, containing the following fields: 'Student:' (text input), 'Current Grade:' (C+), 'New Grade:' (dropdown menu), 'Reason for Grade Change:' (dropdown menu), 'Instructor Comment:' (text area), 'Extension Date:' (2014-08-06), 'Incomplete Final Grade:' (dropdown menu), and 'Grade Comment:' (dropdown menu). The 'Submit' button at the bottom left of the dialog box is circled in red. The 'Cancel' button is at the bottom right. The bottom status bar of the application shows 'Page 1 of 7' and 'Displaying 1 - 25 of 162'.

Grade Manager

Class Information

Term: Summer 2013 (201305) Course: BSC 1010 (001) Biological Principles (CRN Boca Raton (01)

Course: BSC 1010 (001)

Title: Biological Principles

Location: Boca Raton

Students

Student ZNumber	ZNumber	Last N

Change Grade

Student:

Current Grade: C+

New Grade: B

Reason for Grade Change: Make-up Work Complete

Instructor Comment: Turned in term paper

Extension Date: 2014-08-06

Incomplete Final Grade:

Grade Comment:

Submit Cancel

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11. Instructor should repeat process if they have another grade change.

12. The instructor who submits the grade change will be recorded as the requestor. All instructors associated with the section will receive notification of the request via email after the request is submitted.

From: From_Workflow_on_behalf_of_the_Office_of_the_Registrar@fau.edu
To: Susan Covell
Cc: Susan Covell
Subject: Grade Change Request - Confirmation

The following Grade Change Request has been successfully submitted to your college for review. You will receive an email when this request is approved or denied.

Requester: Covell, Susan
Request Date: 04-Feb-2014 01:55:50 PM
Course: BSC 1010 (CRN -)
Title: Biological Principles
Term: 201305 (Summer 2013)

Student: ██████████
Reason for Grade Change: MC (Make-up Work Complete)
Requester Comment: Turned in term paper



13. Requests will be approved in the College. The first approval will go to the Level 1 Approver/Chairperson/designee via email with a link to log into Workflow:

From: [From Workflow on behalf of the Office of the Registrar@fau.edu](mailto:From_Workflow_on_behalf_of_the_Office_of_the_Registrar@fau.edu) [mailto:From Workflow on behalf of the Office of the Registrar@fau.edu]
Sent: Tuesday, February 04, 2014 1:57 PM
To: jcovell@bertjr2.fau.edu
Subject: Grade Change Request

A Grade Change Request has been submitted for your review.

Requester: Covell, Susan
Request Date: 04-Feb-2014 01:55:50 PM
Course: BSC 1010 (CRN -)
Title: Biological Principles
Term: 201305 (Summer 2013)

Student: ██████████
Reason for Grade Change: MC (Make-up Work Complete)
Requester Comment: Turned in term paper

Select the following link to review the details and Approve or Deny the request. [Enter Workflow](#)

14. College Level 1 Approver workflow screen. Approved requests will move forward to Level 2 Approver/Dean/designee. Denied requests will end the workflow and will generate an email to the instructor informing them why the change will not be processed. Both approval and denial need to be processed by selecting the **Complete** button.

Worklist

Grade Change Request - Level 1

The following Grade Change Request has been submitted.

Please choose one of the 'Options' below and then select the 'Complete' button.

Requester: Covell, Susan
Request Date: 04-Feb-2014 01:55:50 PM
Course: BSC 1010 (CRN - 00000)
Title: Biological Principles
Term: 201305 (Summer 2013)

Student: Bedoya, Ana M. (Z23240706)
Original Grade: C+
New Grade: B
Reason for Grade Change: MC (Make-up Work Complete)
Grade Change Comment: (.)
Requester Comment: Turned in term paper

Options

Approve

Deny (Enter reason in Comments below)

Comments: Approved at Level 1 by Level 1 approver

Complete Save & Close Cancel

15. The 2nd and final College approval will be sent to the Level 2 Approver/Dean/designee via email with a link to Workflow:

From: From_Workflow_on_behalf_of_the_Office_of_the_Registrar@fau.edu
To: scovell@bertjr2.fau.edu
Cc:
Subject: Grade Change Request

A Grade Change Request has been submitted for your review.

Requester: Covell, Susan
Request Date: 04-Feb-2014 01:55:50 PM
Course: BSC 1010 (CRN - [REDACTED])
Title: Biological Principles
Term: 201305 (Summer 2013)

Student: [REDACTED]
Reason for Grade Change: MC (Make-up Work Complete)
Requester Comment: Turned in term paper

Level 1: Covell, John
Action: Approve
Comment: Approved at Level 1 by Level 1 approver
Date: 04-Feb-2014 01:59:55 PM

Select the following link to review the details and Approve or Deny the request: [Enter Workflow](#)

16. College Level 2 Approver workflow screen. Approval and denial steps are the same as Level 1 Approval.

Worklist
Grade Change Request - Level 2

The following Grade Change Request has been submitted.

Please choose one of the 'Options' below and then select the 'Complete' button.

Requester: Covell, Susan
Request Date: 04-Feb-2014 01:55:50 PM
Course: BSC 1010 (CRN - [REDACTED])
Title: Biological Principles
Term: 201305 (Summer 2013)

Student: [REDACTED]
Original Grade: C+
New Grade: B
Reason for Grade Change: MC (Make-up Work Complete)
Grade Change Comment: (.)
Requester Comment: Turned in term paper

Level 1: Covell, John
Action: Approve
Comment: Approved at Level 1 by Level 1 approver
Date: 04-Feb-2014 01:59:55 PM

* Options
 Approve
 Deny (Enter reason in Comments below)

Comments: Approved at level 2 by level 2 approver

17. Approved change from Level 2 Approver will generate an approved email to the instructor(s) and Level 1 approver.

From: From_Workflow_on_behalf_of_the_Office_of_the_Registrar@fau.edu
To: Susan Covell
Cc: Susan Covell
Subject: Grade Change Request - Approved

The following Grade Change Request has been approved. The change has been made to the student's academic record.

Requester: Covell, Susan
Request Date: 04-Feb-2014 01:55:50 PM
Course: BSC 1010 (CRN - [REDACTED])
Title: Biological Principles
Term: 201305 (Summer 2013)

Student: [REDACTED]
Reason for Grade Change: MC (Make-up Work Complete)
Requester Comment: Turned in term paper

Level 1: Covell, John
Action: Approve
Comment: Approved at Level 1 by Level 1 approver
Date: 04-Feb-2014 01:59:55 PM

Level 2: Covell, Susan
Action: Approve
Comment: Approved at level 2 by level 2 approver
Date: 04-Feb-2014 02:03:03 PM

18. Approved grade change will also generate an email notification to the student. (Grade information will be excluded in the email for FERPA protection and students must check self-service Banner for grade information).

From: From_Workflow_on_behalf_of_the_Office_of_the_Registrar@fau.edu
To: Susan Covell
Cc: Susan Covell
Subject: Grade Change Request - Approved

Sent: Tue 2/4/2014 2:04 PM

Student: [REDACTED]

A grade change has been made to your academic record.

Course: BSC 1010 (CRN [REDACTED])
Title: Biological Principles
Term: 201305 (Summer 2013)

Please logon to MyFAU to review this change. If this change is unexpected or you believe the incorrect grade was entered, please contact the instructor or your Advisor to discuss this matter.

Office of the Registrar
Florida Atlantic University
777 Glades Road, SU 80
Boca Raton, FL 33431
561-297-3050