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## **Proposed Online Change of Grade Process: A collaboration between the Department of Administrative Computing & Business Intelligence and the Office of the Registrar**

Department of Administrative Computing

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Department of Administrative Computing, "Proposed Online Change of Grade Process: A collaboration between the Department of Administrative Computing & Business Intelligence and the Office of the Registrar" (2020). *Faculty Senate records*. 197.

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# Proposed Online Change of Grade Process

A collaboration between the Department of Administrative Computing  
& Business Intelligence and the Office of the Registrar

# What's Included?

- Ability to change any posted grade to another grade e.g. B- to B+
- RD to earned grade
- Grade of 'I' to earned grade

# Easily accessible via Faculty Center

Joe Coyote

Faculty Center Search

my schedule class roster grade roster

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### Faculty Center

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### My Schedule

Fall 2015 | 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

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#### My Teaching Schedule > Fall 2015 > CSU San Bernardino

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">BIOL 100-01 (83351)</a>	TOPICS IN BIOLOGY (Lecture)	252	TuTh 8:00AM - 9:50AM	Physical Sciences 010	Sep 24, 2015- Dec 7, 2015

[View Weekly Teaching Schedule](#) [Go to top](#)

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#### My Exam Schedule > Fall 2015 > CSU San Bernardino

Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
<a href="#">BIOL 100-01 (83351)</a>	TOPICS IN BIOLOGY (Lecture)	12/8/2015, Tuesday	8:00AM - 9:50AM	Physical Sciences 010	252

[View Weekly Exam Schedule](#) [Go to top](#)

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[Faculty Center](#) [Search](#)

[My Schedule](#) [Class Roster](#) [Grade Roster](#)

Joe Coyote

Faculty Center	Search	
my schedule	class roster	grade roster

### Grade Roster

 [View FERPA Statement](#)

Fall 2015 | Regular Academic Session | CSU San Bernardino | Undergraduate

▼ [BIOL 100 - 01 \(83351\)](#)

[change class](#)

Topics in Biology (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 8:00AM-9:50AM	Physical Sciences 010	Joe Coyote, Mithra Ghaffari	09/24/2015 - 12/07/2015

Display Options:

\*Grade Roster Type

Display Unassigned Roster Grade Only

Grade Roster Action:

\*Approval Status  **Posted**

[Import Grades from File](#)

Student Grade		ID	Last Name	First Name	Roster Grade	Official Grade	Incomplete Contract	Change Grade	Academic Career	WU Last Date of Attendance	Status
<input type="checkbox"/>	1	004			C-	C-		<a href="#">Change Grade</a>	Undergraduate		Posted
<input type="checkbox"/>	2	004			D	C		<a href="#">Change Grade</a>	Undergraduate		Posted
<input type="checkbox"/>	3	005			C+	B+		<a href="#">Change Grade</a>	Undergraduate		Posted
<input type="checkbox"/>	4	004			C-	A		<a href="#">Change Grade</a>	Undergraduate		Posted
<input type="checkbox"/>	5	005		Michael	D	D		<a href="#">Change Grade</a>	Undergraduate		Posted
<input type="checkbox"/>	6	005			C	C		<a href="#">Change Grade</a>	Undergraduate		Posted
<input type="checkbox"/>	7	004			C+	C+		<a href="#">Change Grade</a>	Undergraduate		Posted

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

Reason For Change

Personalize | Find | | | First 1 of 1 Last

	Comment DateTime	Assigned Operator ID	Comment
1			

Submit

Add Comments

Save

## 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	<div style="border: 1px solid gray; height: 80px;"></div>			

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

-----Original Message-----

From: HASBDVL@calstate.edu [mailto:HASBDVL@calstate.edu]

Sent: Monday, April 10, 2017 5:24 PM

To: Amy Braceros <abracer@csusb.edu>

Subject: A Change of Grade is Waiting your Review

A Change of Grade has been submitted and is waiting your review:

Student Name: Michael [REDACTED]

Student ID: 00[REDACTED]

Term: 2158

Course: BIOL 100

Class Number: 83351

Please login to [MyCoyote](#), and click on the Worklist link on the [MyCoyote Self Service](#) menu.

If you have any questions, please contact the Records Office at (909) 537-5200, option 2.

Sincerely,

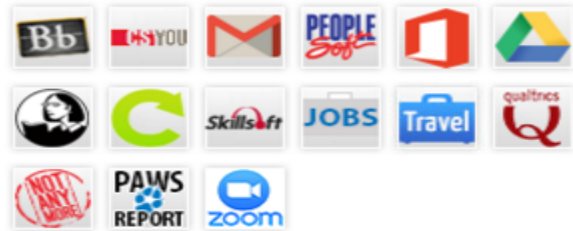
The Records Office



**QuickLaunch Navigation**

Edit Preferences

Go to...



**myCoyote Self Service**

- ➔ Faculty Center
- ➔ Advisor Center
- ➔ Absence Balance Inquiry

**Welcome to myCoyote**

Welcome to  
**myCoyote**

myCoyote is your one-stop shop for grades, email, registration, Blackboard, PAWS, and more!


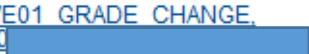

## Worklist

Worklist for 000054079: Amy S Braceros

[Detail View](#)

Worklist Filters

 Feed ▼

Worklist Items						Personalize	Find	View All			First	◀	1 of 1	▶	Last	
From	Date From	Work Item	Worked By Activity	Priority	Link											
Joe Coyote	04/11/2017	Approval Routing	Approval Workflow	3-Low <span>▼</span>	<a href="#">SB_AWE01 GRADE CHANGE, 361,00</a>				Mark Worked	Reassign						

## 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 | [Icons] 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

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 [text area]

Personalize | Find | [icon] | [icon] | First 1 of 1 Last

	Comment DateTime	Assigned Operator ID	Comment
1	04/10/17 5:44:32PM	002774563	Testing reasons

Add Comments

Level 1 Approver

▶ Change of Grade Status: **Denied**

Level 2 Approver

▶ Change of Grade Status: **Denied**

Save Return to Search

# Benefits of Online Process

- Processing time dramatically reduced
- Accessible from any location, at any time - pending Wi-Fi access
- Tracking capability
- Student, instructor, staff, and environmentally friendly