

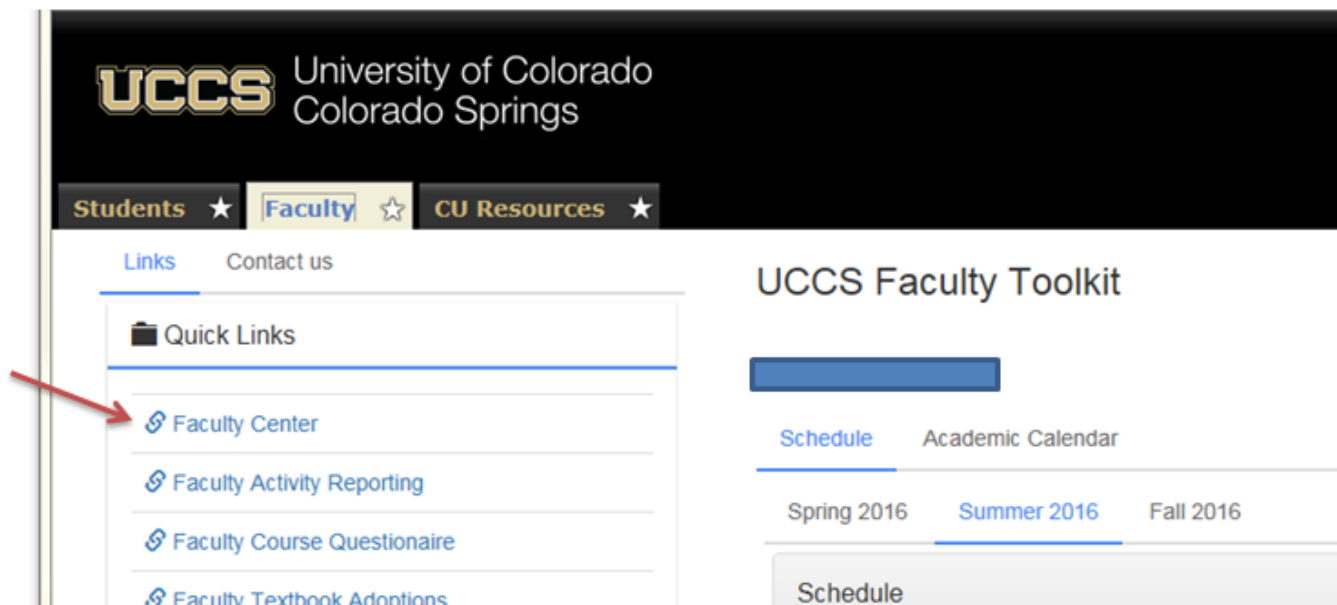
# Online Grade Change - Instructions for Class Instructor

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Before you begin an online grade change request, be aware of the following warnings/restrictions.

- You cannot use Online Grade Change to change a grade to W or F. You must submit these changes via the paper form.
- You must add the following string to your exceptions list if you have pop-up blockers turned on:  
  
\*.prod.cu.edu

Once you have reviewed the above warnings, sign onto myUCCS Portal, and from the “Faculty” tab, go to the Faculty Center.



You will land on a page with several tabs, and you will probably be on the “my schedule” tab within the Faculty Center. The term is also displayed.

Faculty Center Search  
my schedule class roster grade roster

Faculty Center

My Schedule

Fall 2015 | CU Colorado Springs change term

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

If the grade change you want to submit is for a different term than the one displayed, click on the “change term” button and select the term you want. Then click on the “grade roster” tab.

Navigate to the grade roster for the class where the grade change will occur. You will see a new link called “Request Grade Change.” Click on the link.

**Grade Roster**

Spring 2015 UC Colo Springs | Main Campus Sem (Colo Springs) | CU Colorado Springs | Undergraduate

▼ **INFS 3000 - 004 (32847)**
change class

Introduction to Management Information Systems (Lecture)

Days and Times	Room	Room Capacity	Instructor	Instructors Email Addresses	Dates
Fr 4:45PM-7:20PM	DWIR 109	43	Gregory Augspurger	gaugspur@uccs.edu	01/20/2015 - 05/16/2015

**Instructor Grade Access:** Post Grades

**Display Options:**

**Grade Roster Type:** Final Grade

Display Unassigned Roster Grade Only

[Grading Information/Deadline](#)

**Grade Roster Action:**

\*Approval Status: Approved Posted

(To change the Approval Status, select from the drop down and press Save)

[Request Grade Change](#)

The roster has been posted and changes can only be made through the Grade Change Process.

DROP DOWN GRADING

BUBBLE GRADING

UPLOAD GRADES

Student Grade		FERPA	ID	Name	Roster Grade	Status Note	Official Grade	Program and Plan	Level	Status

From the following screen, choose the appropriate term and class.

Instructor Proxy

Request Seq Nbr: 4

This is your online form to submit a grade change or enter a late grade.

\*Please enter the Institution: CU Colorado Springs

\*Please select from the following term: ▼

\*Please select from the following class list: ▼

Please select student(s) to change or enter a late grade

Select All
Deselect All
Only show Selected
Reload Roster

Select	Empl ID	Formal Name	Official Grade	*Grade Input	Status	Date Submitted	Action Date	User ID
1				▼				

Save
Notify
Add
Update/Display
Include History

A grade roster will appear. Select the new grades from the drop-down menu of the students who require grade changes (the check boxes will be checked automatically when you change the grade).

Instructor Proxy

Request Seq Nbr: 4

This is your online form to submit a grade change or enter a late grade.

\*Please enter the Institution: CU Colorado Springs

\*Please select from the following term: Fall 2014 UC Colo Springs

\*Please select from the following class: INFS, 1100, 003  
list:

Please select student(s) to change or enter a late grade

Select All Deselect All Only show Selected Reload Roster

	Select	Empl ID	Formal Name	Official Grade	*Grade Input	Status	Date Submitted	Action Date
1	<input type="checkbox"/>	[Redacted]	[Redacted]	A-	A-		09/29/2015	
2	<input type="checkbox"/>			A-	A-		09/29/2015	
3	<input type="checkbox"/>			B+	B+		09/29/2015	
4	<input checked="" type="checkbox"/>			A	B		09/29/2015	
5	<input type="checkbox"/>			B+	B+		09/29/2015	
6	<input type="checkbox"/>			A-	A-		09/29/2015	
7	<input type="checkbox"/>			F	F		09/29/2015	
8	<input checked="" type="checkbox"/>			C+	B-		09/29/2015	
9	<input type="checkbox"/>			A	A		09/29/2015	
10	<input type="checkbox"/>			A	A		09/29/2015	

At the bottom of the page, click on Save.

This will open a new window.

On this screen, you can type an explanation of the grade change in the "More Information" box. You can overwrite the message in the box, or add to it.

Seq #: 7 **Colorado Springs - BUSN**

\*Subject: CUSPG ,2147 ,11837

Priority: 3-Standard Due Date:

Status: Initial

Request ID:

[Students for grade change](#)

More Information:  
Message Catalog: 25000 Msg: 7

Form | Instructions | Attachments

You can click on “Submit” here, or you can view the grade change information by clicking on “Students for grade change.” This will show you the students marked for grade changes.

Please note that the “Submit” button is in the middle of the page. The request will not be submitted until you click on the “Submit” button.

CU\_GRDCHANGE\_REQUEST

Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)

View All First 1-2 of 2 Last

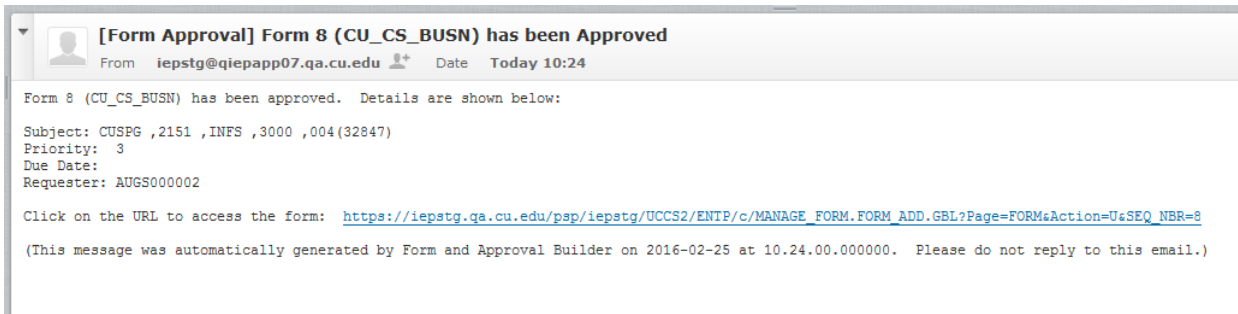
Seq Nbr	First Name	Last	ID	Institution	Term	Class Nbr	Subject	Catalog	Section	Career	Grid Scheme	Grade Base	Original Grade	Changed Grade	ChkoutStat	Submitted Dt	Date of action	Process Dt	User	Request ID
1				CUSPG	2147	11837	INFS	1100	003	UGRD	UGO	LTR	B+	A-	IR	10/22/2015				
2				CUSPG	2147	11837	INFS	1100	003	UGRD	UGO	LTR	C+	B-	IR	10/22/2015				

When you are finished viewing the details of the grade changes, close this window.

Back on the approval screen, click on the “Submit” button. This will trigger an email to the Dean’s Office to approve the grade change.

Click on “Ok” and close the window. You are now back to your Portal page.

After the Dean’s Office approves your grade change request, you will receive an email.



After the Dean’s Office approves the grade change, a nightly batch process runs that actually changes the grade in the database. Once the grade has been changed, the initiator, the Advising department, the instructor, and the student will all receive emails notifying them of the grade change. If the class is a graduate level class, the Advising department has requested to *not* receive an email notification.

If the grade change request is denied by the Dean’s Office or the Registrar’s Office, you will receive an email informing you of that. If the request is submitted again, the process will start over from the beginning, just like a new request.

