

Submitting Grade Changes Online

Overview

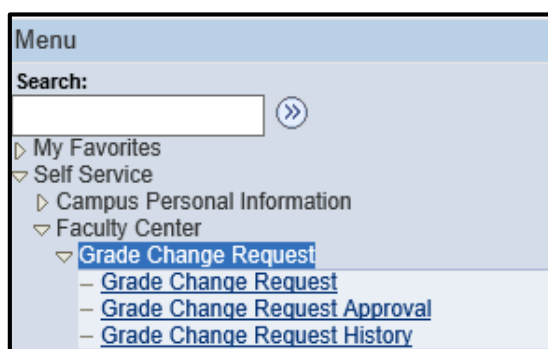
The PeopleSoft Faculty Center now allows for faculty members to submit grade changes online for a student that they have taught. In addition, faculty can monitor the progress of grade changes that they have submitted.

Grade Change Request Availability

The ability to request a grade change is limited to instructors and is available in the Faculty Center. If a term or a class is not listed, contact your department administrator.

Access Your Faculty Center

Log in to **My Pitt** (my.pitt.edu) with your University Computer Account credentials. Next, click the **Faculty Center** link on the right side of your portal homepage. To navigate to the Grade Change Request folder click **Self Service>Faculty Center>Grade Change Request**. The navigation is shown below:



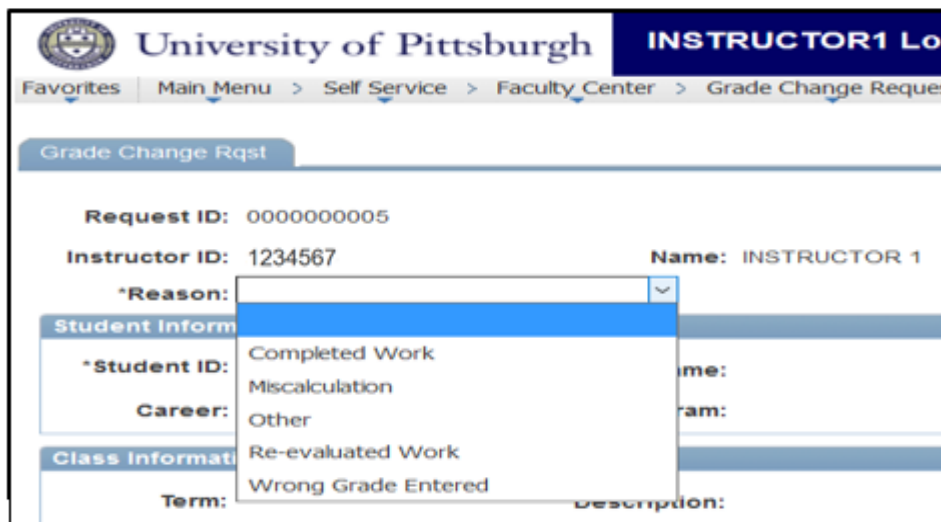
There are three distinct links in the Grade Change Request (GCR) folder:

- [Grade Change Request](#)
- [Grade Change Request Approval](#)
- [Grade Change Request History](#)

This document will explain how to navigate to each page and what function each one serves.

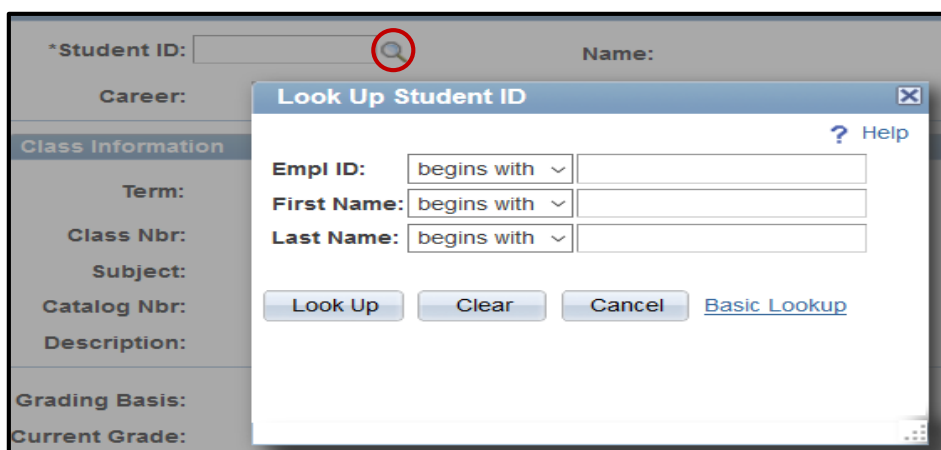
Grade Change Request

When the Grade Change Request page is selected a form will appear. The Instructor ID and Name will automatically populate the form. Any field with an asterisk must be completed, otherwise an error message will state the necessary information that is needed and the form will not be processed when the submit button is clicked. A drop down menu will appear with five reasons for the grade change. If "Other" is selected another field with "Specify Reason" will appear below, this field must be completed.



The screenshot shows the 'Grade Change Request' form on the University of Pittsburgh website. The form is titled 'Grade Change Rqst' and includes the following fields: 'Request ID: 0000000005', 'Instructor ID: 1234567', and 'Name: INSTRUCTOR 1'. A dropdown menu for '*Reason:' is open, showing five options: 'Completed Work', 'Miscalculation', 'Other', 'Re-evaluated Work', and 'Wrong Grade Entered'. The form also has sections for 'Student Information' (with fields for '*Student ID:', 'Career:', and 'Name:') and 'Class Information' (with fields for 'Term:', 'Class Nbr:', 'Subject:', 'Catalog Nbr:', 'Description:', 'Grading Basis:', and 'Current Grade:').

Enter the Student ID. You can do this by either manually typing in the ID number or by selecting the magnifying glass to look up a student. By selecting the magnifying glass an instructor can search by ID number, first name or last name. **NOTE: An instructor can only look up students that they have taught.**



The screenshot shows a 'Look Up Student ID' dialog box. The dialog box has a title bar with a close button. It contains three input fields: 'Empl ID:', 'First Name:', and 'Last Name:'. Each field has a dropdown menu with 'begins with' selected. There are three buttons at the bottom: 'Look Up', 'Clear', and 'Cancel'. A link labeled 'Basic Lookup' is also present. The background shows the 'Grade Change Request' form with the 'Student ID' field highlighted and a magnifying glass icon next to it.

The Class Information box will automatically populate with the course details. If an instructor has taught a student more than once they can use the magnifying glass that appears next to the Term or Class Number to look up the class to be changed. The instructor can then select the class for a grade change.

Grade Change Rqst

Request ID: 0000000005

Instructor ID: []

*Reason: Completed Work

Student Information

*Student ID: []

Career: UGRD

Class Information

*Term: []

Class Nbr: []

Subject: []

Catalog Nbr: []

Description: []

Grading Basis: []

Current Grade: []

*New Grade: []

Submit

Look Up Term

Term: begins with []

Description: begins with []

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-5 of 5 Last

Term	Description
2151	Fall Term 2014-2015
2161	Fall Term 2015-2016
2164	Spring Term 2015-2016
2171	Fall Term 2016-2017
2174	Spring Term 2016-2017

In addition, the current grading basis and grade will be displayed. **NOTE: No blank grade can be entered and a different grade from the one already assigned must be selected. Only grades from the grading basis that the student signed up for can be selected.** When the grade is selected click the submit button. A dialogue box will appear making you confirm the Change of Grade submission.

Grade Change Rqst

Request ID: 0000000005

Instructor ID: []

*Reason: A

Student Information

*Student ID: A+

Career: A-

Class Information

*Term: B

Class Nbr: B+

Subject: B-

Catalog Nbr: C

Description: C+

Grading Basis: C-

Current Grade: D

*New Grade: D+

Submit

Name: INSTRUCTOR 1

Name: TEST B STUDENT

Program: Dietrich Sch Arts and Sciences

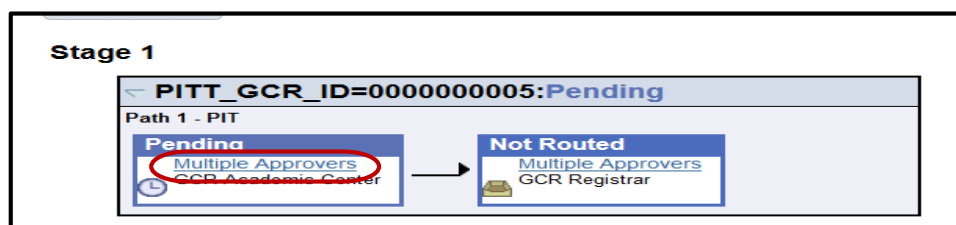
Description: Fall Term 2016-2017

Description: Chemistry

G (Unfinished Course Work)

I (Incomplete)

At the bottom of the page a diagram will show which Academic Center the request has routed to. Clicking on the hyperlinks will show a list of approvers for this step. There are two steps of approvals: the Academic Center and the Registrar.



Grade Change Request Approval

The Grade Change Request Approval page allows instructors to monitor grade changes that they have submitted. The Approval page keeps track of grade changes still waiting for approval by the Academic Center or Registrar. To navigate to the Grade Change Request Approval page click **Self Service>Faculty Center>Grade Change Request>Grade Change Request Approval**. An instructor can search for a GCR by the Request ID, Student ID, Name, or class information.

Favorites | Main Menu > Self Service > Faculty Center > Grade Change Request > Grade Change Request Approval

Grade Change Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Request ID:	begins with	<input type="text"/>	
Student ID:	begins with	<input type="text"/>	
First Name:	begins with	<input type="text"/>	
Last Name:	begins with	<input type="text"/>	
Academic Career:	begins with	<input type="text"/>	
Academic Institution:	begins with	<input type="text"/>	
Term:	begins with	<input type="text"/>	
Class Number:	=	<input type="text"/>	
Subject Area:	begins with	<input type="text"/>	
Catalog Nbr:	begins with	<input type="text"/>	
Submitted By:	begins with	<input type="text"/>	

☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

Favorites | Main Menu > Self Service > Faculty Center > Grade Change Request > Grade Change Request Approval

Grade Change Appr

Request ID: 0000000005	Approval Status: In Approval Process
Instructor: INSTRUCTOR 1	Submitted By: INSTRUCTOR1
Reason: Completed Work	

Student Information

Student ID: 9999999	Name: TEST B STUDENT
Career: Undergrad	Academic Program: Dietrich Sch Arts and Sciences

Class Information

Term: 2171	Description: Fall Term 2016-2017
Class Nbr: 10644	Description: Chemistry
Subject: CHEM	
Catalog Nbr: 1710	
Description: UNDERGRADUATE RESEARCH	

Grading Basis: LG

Current Grade: **B** New Grade: **A**

[Approve](#) [Deny](#)

Stage 1

PITT_GCR ID=0000000005: Pending

Path 1: Pending

Pending
Multiple Approvers
GCR Academic Center

 →

Not Routed
Multiple Approvers
GCR Registrar

[Return to Search](#) [Previous in List](#) [Next in List](#)

Grade Change Request History

The Grade Change Request History page allows instructors to review grade changes that have been processed. To navigate to the Grade Change Request History page click **Self Service>Faculty Center>Grade Change Request History**. An instructor can search for a GCR by the Request ID, Student ID, Name, or class information. Selecting a grade change request in this list, an instructor can view the history of completed/terminated requests.

The screenshot shows the University of Pittsburgh website with the user 'INSTRUCTOR1' logged on 'INUSIS55'. The breadcrumb trail is: Favorites > Main Menu > Self Service > Faculty Center > Grade Change Request > Grade Change Request History. The page title is 'Grade Change Request History'. Below the title, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. A 'Search Criteria' section contains several search fields: Request ID, Student ID, First Name, Last Name, Academic Career, Academic Institution, Term, Class Number, Subject Area, Catalog Nbr, and Submitted By. Each field has a 'begins with' dropdown and a search icon. There is also a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field with the value '300'. At the bottom of the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search criteria is a 'Search Results' section with a 'View All' button and a pagination bar showing 'First', '1-5 of 5', and 'Last'.

The screenshot shows the details of a Grade Change Request (GCR) for Request ID 0000000193. The page title is 'Grade Change Hist'. The breadcrumb trail is: Favorites > Main Menu > Records and Enrollment > Pitt Student Records > Grade Change Requests > Grade Change Request History. The details section includes: Request ID: 0000000193, Approval Status: All Approved, Instructor: TEST INSTRUCTOR, Submitted By: (blank), Reason: Completed Work. Below this is a 'Student Information' section with Student ID: 9999999, Name: TEST STUDENT, Career: Undergrad, and Academic Program: College of General Studies. The 'Class Information' section includes Term: 2124, Description: Spring Term 2011-2012, Class Nbr: 20556, Description: Public Service, Subject: PUBSRV, Catalog Nbr: 1230, and Description: FUNDRAISNG FOR NON-PROFIT ORGNS. The 'Grading Basis: LG' section shows Current Grade: A+ and New Grade: B+. The 'Stage 1' section shows a timeline of approvals: 'PITT_GCR_ID=0000000193: Approved' with a path of 'PIT' leading to 'Approved Center Academic GCR Academic Center 04/14/17 - 2:54 PM' and 'Approved REGISTRAR1 GCR Registrar - PIT 04/14/17 - 3:23 PM'. At the bottom are buttons for 'Enrollment Request', 'Return to Search', 'Previous in List', and 'Next in List'.

If you have any questions, please contact the Grades Services Area in the Office of the University Registrar at 412-624-7663 or grades@registrar.pitt.edu