# 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:
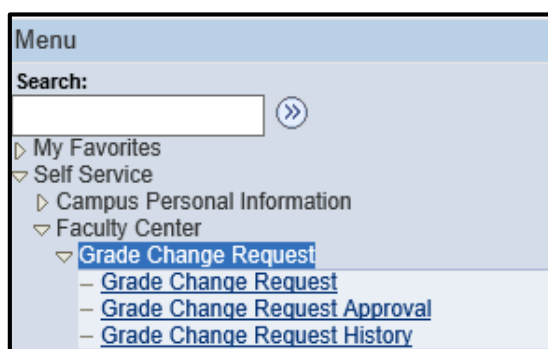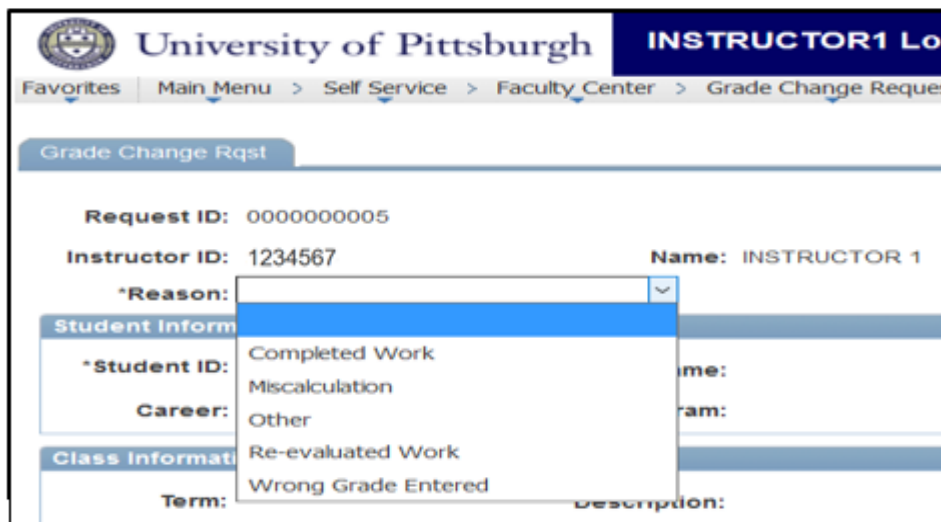

There are three distinct links in the Grade Change Request (GCR) folder:

- 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.
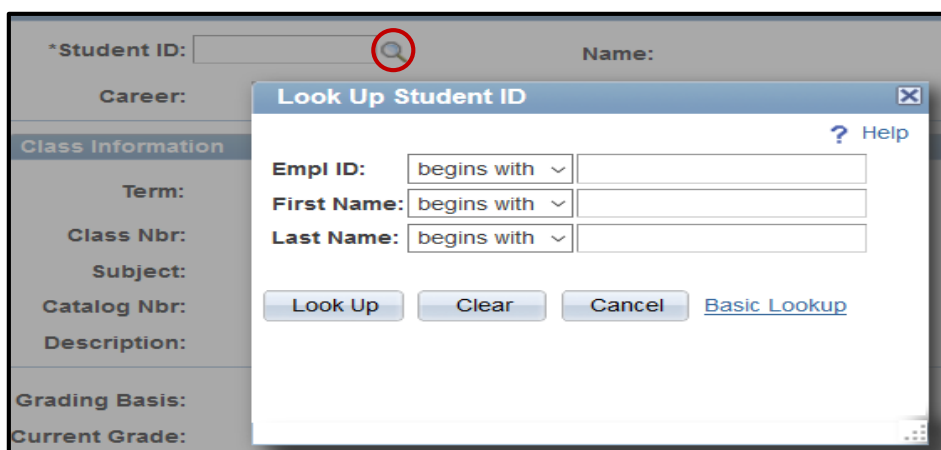
Grade Change Request

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.

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 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.

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.

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.
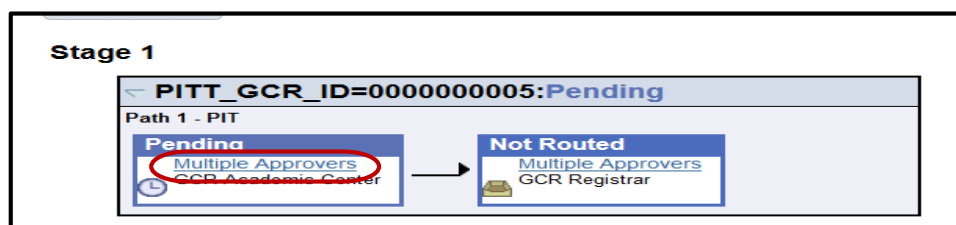
Grade Change Request Approval

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.

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.

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