

Submitting Grade Changes Online

Overview

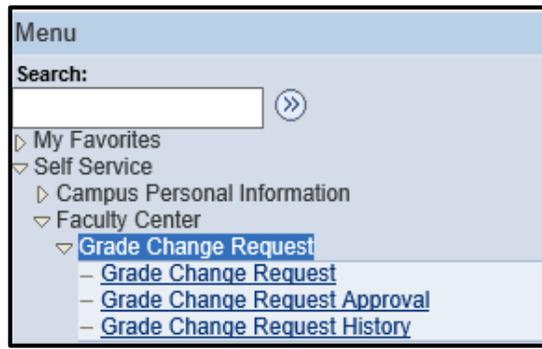
The PeopleSoft Faculty Center now allows for faculty members to submit grade changes online for a student that they have taught. In addition, faculty can monitor the progress of grade changes that they have submitted.

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:



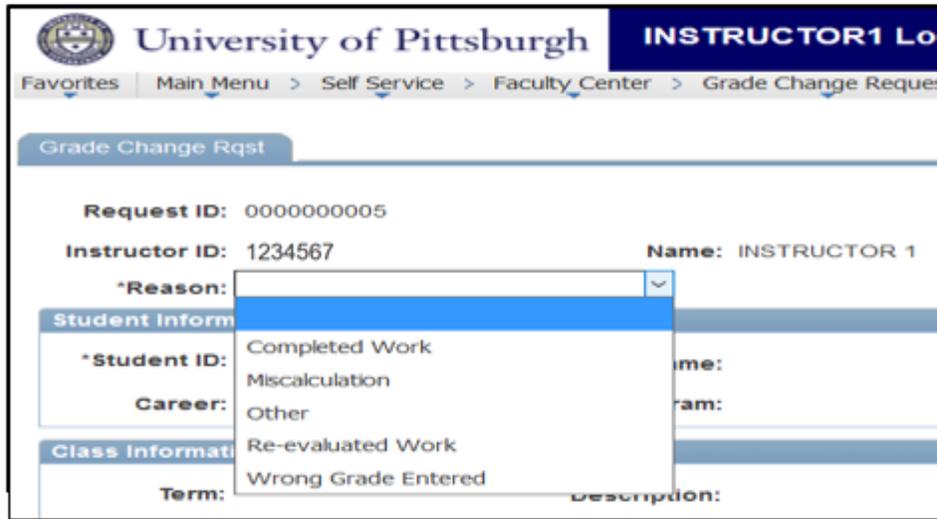
There are three distinct links in the Grade Change Request (GCR) folder:

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

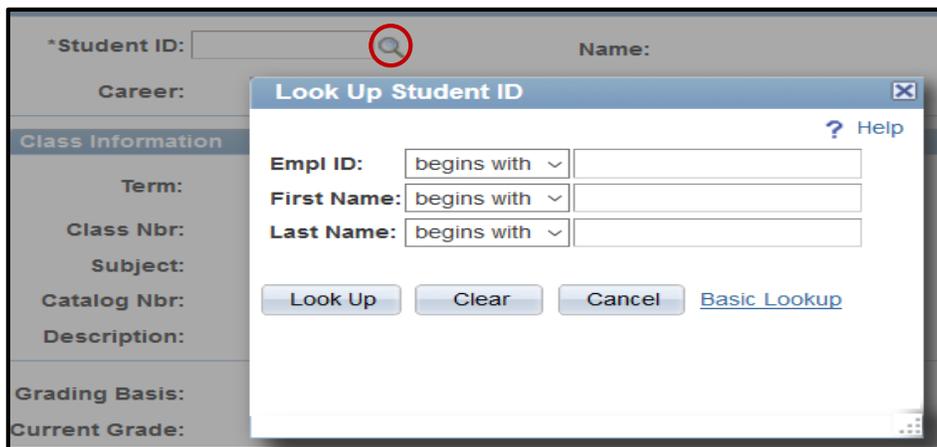
This document will explain how to navigate to each page and what function each one serves.

Grade Change Request

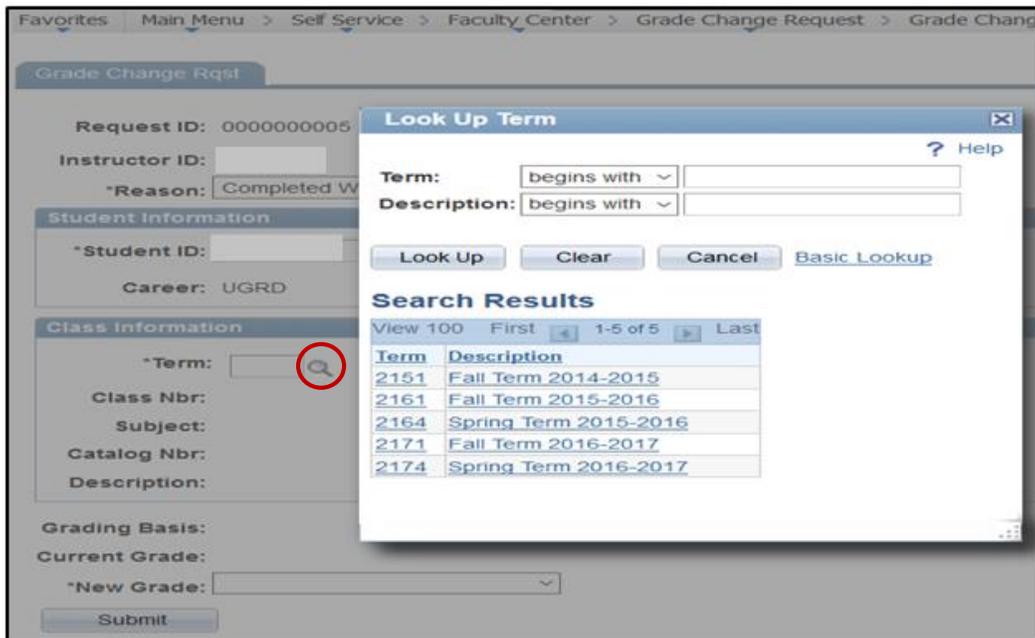
When the Grade Change Request page is selected a form will appear. The Instructor ID and Name will automatically populate the form. Any field with an asterisk must be completed, otherwise an error message will state the necessary information that is needed and the form will not be processed when the 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.



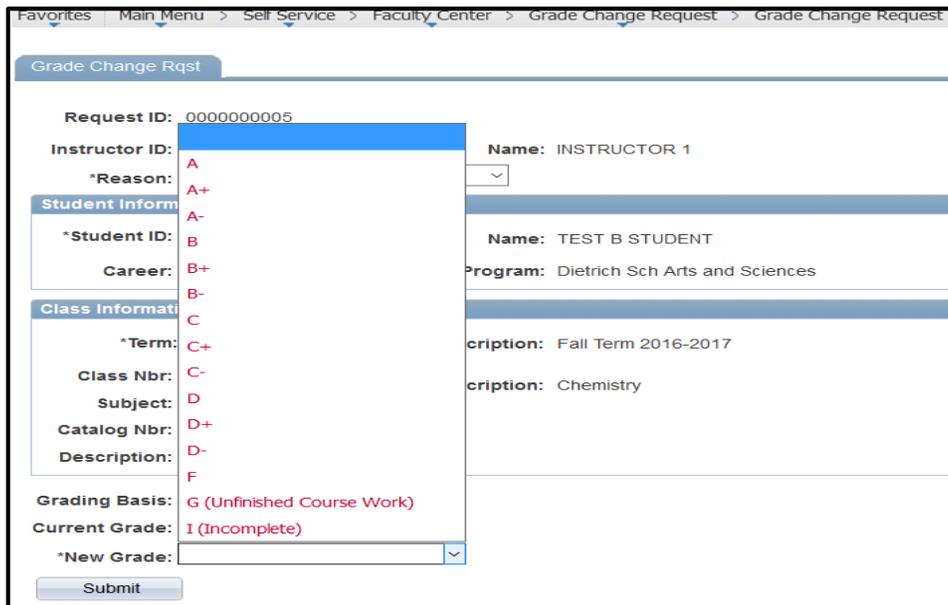
Enter the Student ID. You can do this by either manually typing in the ID number or by selecting the magnifying glass to look up a student. By selecting the magnifying glass an instructor can search by ID number, first name or last name. **NOTE: An instructor can only look up students that they have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



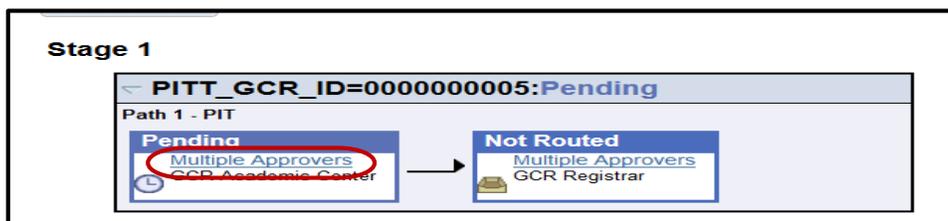
The Class Information box will automatically populate with the course details. If an instructor has taught a student more than once they can use the magnifying glass that appears next to the Term or Class Number to look up the class to be changed. The instructor can then select the class for a grade 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 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 [] []
Student ID: begins with [] []
First Name: begins with [] []
Last Name: begins with [] []
Academic Career: begins with [] []
Academic Institution: begins with [] []
Term: begins with [] []
Class Number: = [] []
Subject Area: begins with [] []
Catalog Nbr: begins with [] []
Submitted By: begins with [] []

Case Sensitive
Limit the number of results to (up to 300): [300]

Search Clear Basic Search Save Search Criteria

Search Results

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 → Not Routed

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.

University of Pittsburgh **INSTRUCTOR1 Logged On INUSIS55**

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

Grade Change Request History

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 []

Student ID: begins with []

First Name: begins with []

Last Name: begins with []

Academic Career: begins with []

Academic Institution: begins with []

Term: begins with []

Class Number: = []

Subject Area: begins with []

Catalog Nbr: begins with []

Submitted By: begins with []

Case Sensitive

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

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-5 of 5 Last

University of Pittsburgh **INSTRUCTOR1 Logged On INUSIS55**

Favorites | Main Menu > Records and Enrollment > Pitt Student Records > Grade Change Requests > Grade Change Request History

Grade Change Hist

Request ID: 000000193 Approval Status: All Approved

Instructor: TEST INSTRUCTOR Submitted By:

Reason: Completed Work

Student Information

Student ID: 9999999 Name: TEST STUDENT

Career: Undergrad Academic Program: College of General Studies

Class Information

Term: 2124 Description: Spring Term 2011-2012

Class Nbr: 20556 Description: Public Service

Subject: PUBSRV

Catalog Nbr: 1230

Description: FUNDRAISNG FOR NON-PROFT ORGNS

Grading Basis: LG

Current Grade: A+ New Grade: B+

Stage 1

PITT_GCR_ID=000000193:Approved

Path 1 - PIT

Approved Center Academic GCR Academic Center 04/14/17 - 2:54 PM

Approved REGISTRAR1 GCR Registrar - PIT 04/14/17 - 3:23 PM

Enrollment Request

Return to Search Previous in List 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