# **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:

Menu
Search:
<b>&gt;</b>
My Favorites
Self Service     Service     Service     Self Service     Ser
Campus Personal Information
Grade Change Request
<ul> <li>Grade Change Request</li> </ul>
<ul> <li><u>Grade Change Request Approval</u></li> </ul>
<ul> <li><u>Grade Change Request History</u></li> </ul>

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.

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Favorites   Main_Menu > Self Service > Faculty_Center > Grade Change Reque					
Grade Change R	qst				
Request ID:	000000005				
Instructor ID: 1234567			me: INSTRUCTOR 1		
*Reason:		~			
Student Inform					
*Student ID:	Completed Work				
	Miscalculation		me.		
Career:	Other		ram:		
Class Informat	Re-evaluated Work				
Term:	Wrong Grade Entered	empr	ion:		

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.** 

*Student ID:	6	)	N	ame:			
Career:	Look Up S	tudent ID					×
Class Information						?	Help
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Term:	First Name:	begins with	$\sim$				
Class Nbr:	Last Name:	begins with	~				
Subject:							
Catalog Nbr:	Look Up	Clear		Cancel	Basic Looku	q	
Description:							
Grading Basis:							
Current Grade:						_	

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.

Instructor ID: "Reason: Comp Student Information	Poleted W Term: begins with ~ Description: begins with ~	Hel ] ]
*Student ID: Career: UGRI	Clear Cancel Basic Lookup Search Results	
Class Information *Term: Class Nbr:	Miew 100         First         1-5 of 5         Last           Term         Description           2151         Fall Term 2014-2015           2161         Fall Term 2015-2016	
Subject: Catalog Nbr: Description:	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.

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*Student ID:	P	Name	TEST B STUDENT
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Career:	B+	Program:	Dietrich Sch Arts and Sciences
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Class Informati	С		
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	-		
Class Nbr:	C-	cription:	Chemistry
Subject:	D	1.	
Catalog Nbr:	D+		
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Description:	E		
Grading Basis:	G (Unfinished Course Work)		
Current Grade:	I (Incomplete)		
*New Grade:		-	
Submit	J		

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.

	0000000005:Pending
Path 1 - PIT	
Pending	Not Routed
Multiple Approvers	Multiple Approvers
CCR Acadomic Conte	GCR 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 Approval**. An instructor can search for a GCR by the Request ID, Student ID, Name, or class information.

Favorites Main Men	u > Self Service > Faculty Center > Grade Change Request > Grade Change Request Approva
Grade Change A	oproval
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Student ID:	begins with V
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Last Name:	begins with V
Academic Career:	begins with V
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Term:	begins with 🗸
Class Number:	= 🗸
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### **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.

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Favorites Main Menu	> Self Service > Faculty Center > 0	Grade Change Request > Grade Change Request History		
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Favorites Main M	enu > Records and Enrollment > Pitt Student Records > Grade Change Requests > Grade Change Request History
Grade Change H	
Grade Change H	St.
Request ID:	000000193 Approval Status: All Approved
Instructor:	TEST INSTRUCTOR Submitted By:
Reason:	Completed Work
Student Inform	ation
Student ID:	9999999 Name: TEST STUDENT
Career:	Undergrad Academic Program: College of General Studies
Class Informati	on
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+
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e PIT	T_GCR_ID=0000000193:Approved
Path 1 - I	TIT
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Enrollment Requ	
Return to Searc	th t Previous 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*