# Grade Changes

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## **Background Information**

The grade change workflow allows instructors to submit a grade change via myUNT. The form will route for appropriate approvals and will update the grade in EIS upon final approval.

#### **Process in EIS**

1) Login to <u>myUNT</u> and click on the "My Forms" tab.



2) Click on "Fill out a new form" in the top left-hand corner.



#### 3) Select Grade Change.

← → C 🍵	lsqa.admin.unt.edu/psc/ps/EMPLOYEE/SA/c/MANAGE_FORM.EOFM_CONTAINER_FLGBL	B	☆	<b>a</b> :	
Student Homep	Select a form to fill out	×	Δ	Ø	)
Fill out	GradeChange		I		
	Grade Change	<i>´</i>	H		
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4) If needed, instructions for the form can be found by clicking "Instructions" in the top left-hand corner.



The below pop-up message will appear.

 Instructions
 ×

 Select term and class by clicking on the search tool. Once the course is populated select the student by searching EMPLID. Enter the new grade and any additional information that may be necessary.
 Notes indicated in "more information" are viewable but anyone able to access the form.

 Grades of W cannot be changed.
 When entering a new grade, only use the appropriate grading scheme (P or NP for P/NP classes, letters grades for graded classes)
 - Grades of W should not be entered

 - Grades of W should not be entered
 - Grades of W should not be entered
 - Grades of W should not be entered

5) Click the magnifying glass to select your term. Only the terms you have been the instructor of record should appear.

You may also enter the term. Standard term logic is as follows:

- 1<sup>st</sup> digit= 1 (for UNT)
- 2<sup>nd</sup> and 3<sup>rd</sup> digit= Year (ex.- 21; for 2021)
- 4<sup>th</sup> digit= semester (1=spring, 3=summer, 8=fall)

For example, if I want to use Fall 2022, enter 1228.

K My Forms	Cancel		Lookup		ណ៍	Q	:	Ø
Instructions	Search for: Term						Save	
	Search Criter	ia						
Description	<ul> <li>Search Result</li> </ul>	ts						
Approval Status				154 rows				
	Term 🗘	Description $\Diamond$	Short Description $\Diamond$					
Class Information	0001	Admin Term	Admin Term					
*Term	0002	Transfer Summary Term	Trans Term					
Student Information	0848	1984 Fall	1984 Fall					
*EMPLID (Student ID Number)	0851	1985 Spring	1985 Sprng	1				
	0855	1985 Summer I	1985 Sum 1					
Middle Name	0856	1985 Summer II	1985 Sum 2					
Graduation Appl	0858	1985 Fall	1985 Fall					
Grade Change	0861	1986 Spring	1986 Sprng					

6) Then click on the magnifying glass to select the course.

K My Forms	Cancel Lookup		ጨ	Q	÷	Ø
Approval Status	Search for: Class Number	11				
	▶ Search Criteria					
Class Information	▼ Search Results	11				
class mornation	1 row					
*Term	Class Nbr $\diamond$ Subject Area $\diamond$ Catalog Nbr $\diamond$ Session $\diamond$ Class Section $\diamond$ Description $\diamond$					
Student Information	4748 BIOL 1710 Regular Academic Session 001 BIOL SCI MAJORS I					
*EMPLID (Student ID Number)						
Middle Name						
Email						
Graduation Appl						
Grade Change						
*New Grade						
More Information						

7) Click on the magnifying glass to select the student. The students enrolled in your course should appear for you to select.

Cancel		Lookup	
Search for: EMPLID (Student Search Criteria	ID Number)		
Search Results			
Empl ID 🗘	First Name 🗘	Middle Name 🛇	Last Name 🛇
··· ··· ··	Josh	×.	·- 00
	Jamar	D. 14. j. 1-	<u>01</u>
:: <u>:</u> :::::::::::::::::::::::::::::::::	Cody	2 C	<b>2</b>
1.001 5	Rebecca-Ann	C	
1 i	Kobe		<b>75.</b> 3
::007013	Marjorie		•
:::: - 2	Julie	.:	وردند د
.45 (mm	Sloan		April
	Edwin	r "S	C L- All Inc.
	Richie		8** <u>**</u> **
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44 170700	11 M	2	

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8) Once the student is selected, click the magnifying glass to select the new grade you are wanting to assign. Include any information you need to include in the "More Information" text box that may be helpful to approvers. *Note: The previous grade will not populate until you save the form. An attachment should not be necessary.* 

instructions			
Description	Grade Change Request		
Approval Status	Initial	Created On	
Class Information			
*Term	1228 <b>Q</b>	Class Information	
*Class Number	14969 <b>Q</b>		
Student Information			
*EMPLID (Student ID Number)	11754148 <b>Q</b>	Degree Level	
First Name		Middle Name	
Last Name		Email	
Credit Hours		Graduation Appl	No
Grade Change			
*New Grade	٩	Previous Grade	
More Information			
Attachments			
There is no attachment uploaded.			
Add Attachment			

Students with a Yes in the "Graduation Appl" field will be reviewed by the Registrar's Office. Grade changes submitted after a degree has been awarded will not be processed.

My Forms	Cancel	ib		ŵ		Ø
*Term	Search for: New Grade		т			
Student Information	Search Criteria					
	▼ Search Results					
*EMPLID (Student ID Number)		5 rows				
	Grade Input $\Diamond$ D	escription $\diamond$				
Middle Name	A	xcellent				
Email	BG	ood				
Graduation Appl	C Fa	air				
Grade Change	D Pr	assed				
*New Grade	F F	ailure				
More Information						
Attachments						
There is no attachment uploade						
Add Attachment						

9) Click save, then submit in the top right-hand corner. Once you have submitted the form it should route forward for approval. *Note: If you hit save, it is just saving your progress in case you need to return to the form at a later time.* **You must hit submit to route the form forward.** 

K My Forms		GradeChange		ώ	Q	:	$\oslash$
Instructions			Save	Preview Approval	Su	ubmit	
Description	Grade Change Request						•
Approval Status	Initial	Created On	04/10/2023				
Class Information							
Class mormation							-
*Term	1231 C	*Class Number	4748	Q			
Student Information							_
*EMPLID (Student ID	11284227		UGRD				
Number)	11304237	Degree Lever	USILD				
		First Name	Graeme				
Middle Name	1	l act Nama	Macintura				

#### Form Routing Approvals/Denials

The form will be appropriately routed to the department chair (depending on the class) and to the dean's office. If everyone approves the form, the grade change will be processed in EIS automatically within moments of the final approval. A notification email will be sent upon final approval. The student will receive an email notification upon final approval.

If the grade change request was denied at any point in the process a denial notification will be sent via email.

#### How to see where your form is in the workflow

To see where your form is in the workflow, log in to <u>myUNT</u>. Click on the "My Forms" tile. Here you will see your forms "Pending Approval".

K Faculty Homepage			My Forms			ŵ	Q	۵	:	Ø
Fill out a new form	Forms									
*View By Status V	Form $\diamond$	Description $\Diamond$	Approval Status 🛇	Created Datetime $\Diamond$	Submitted Datetime $\diamondsuit$					
All 1	GradeChange	Grade Change Request	Pending	06/30/23 4:39PM	06/30/2023 4:40PM					>
Pending Approval 1										

Click on the form. Then hit "Pending Approval" next to the "Approval Status" heading on the top left.

Instructions				Cancel Approval
Description	Grade Change Request			
Approval Status	Pending Approval	Created On	06/30/2023	
Class Information				
Term	1231	Class Number	9475	
Student Information				
EMPLID (Student ID Number)	1131	Degree Level	UGRD	
First Name	Kobe	Middle Name	D.	
Last Name	and the second s	Email	nobody@unt.edu	
Credit Hours	3	Graduation Appl	Yes	
Grade Change				
New Grade	A	Previous Grade		
More Information			,	
Attachments				
There is no attachment uploaded.				

From here you can see the path the form needs to take in the workflow and where the form currently is. If you need to see the approver for the pending stage, you can click on the arrow in the box and the name(s) of the approver will appear. Click on the name to see contact information.

view/Edit Approvers				
GradeChange: 19				Pending
Start New Path				
Pending		▶ Not Routed		
Multiple Approvers Department Chair Approval 06/30/23 4:40 PM	> +	Multiple Approvers Dean Approval Grade Change >	+	
Comments	$\overline{\ }$			
System at 06/30/23 - 4:40 PM Requester (alw0390) is approv	er on ste	p number 1, path 1, stage 10, whic	has self-approval disabled! (18081,1031)	

## Grade Change Routing

Once an instructor has submitted a grade change it will route for appropriate approval. Approvers can review the form and either approve or deny.

1) To view forms, log in to EIS. In the top right-hand corner, you will have notifications under the bell icon.



2) When you click on the icon, you will see the list of forms waiting for your review. Click on the form you are wanting to review.

× Notifica	tions	C	2:		
Actions	Alerts				
		14	Actions		
ExtensionIncomplete 20 from Je is awaiting your © 6 minutes ago					
GradeChange is awaiting you ① 7 minutes ag	19 from J ur approval		2		
ExtensionInco	molete 18 f	rom			

3) Instructions for the grade change form can be found by clicking "Instructions" in the top left-hand corner.



	Instructions			$\times$
Select term and class by clickin Notes indicated in "more inform	ng on the search tool. Once the course is populated select the student by searching El nation" are viewable but anyone able to access the form.	MPLID. Enter the	new grade and any additional information that may be necessary	<i> </i> .
Grades of W cannot be change	ed.			
When entering a new grade, on - Grades of Z should not be ent - Grades of W should not be en	nly use the appropriate grading scheme (P or NP for P/NP classes, letters grades for g tered ntered	raded classes)		
4) Review the	form and pertinent information.			
• Ter	m			
• Clas	ss Information			
• Stu	dent Information			
• Is the	here a graduation application or degree?			
• Nev	w Grade			
• Pre	evious grade			
Instructions			Anorove	Denv
Description	Grade Change Request			
Approval Status	Pending Approval	Created On	08/23/2023	
Class Information			//	
Term	1231	Class Information	ENGL 1310.0T2	
Class Number	r 13899			
Student Information				
EMPLID (Student ID Number)	11754149	Degree Level	UGRD	
First Name	sassy 🗲	Middle Name		
Last Name	Mango	Email		
Credit Hours	3	Graduation Appl	No	
Grade Change				
New Grade	A	Previous Grade		
More Information			B	
Attachments				
There is no attachment uploaded.				

After you have reviewed the form, select "Approve" or "Deny" in the top right-hand corner. If you hit deny, routing will stop. If you hit approve, the form will route to the next approver or will be processed if you are the last approver.

5) A pop-up box will appear after you hit "Approve" or "Deny". Insert any comments you wish and then hit submit.

Comment

Subm

If you hit approve, the form will continue routing for additional approval or will go to completion by updating the grade for the student in EIS if you are the last approver. Communication will be sent to the instructor and student upon completion of form. Please be aware that if academic standing will change as a result of a grade change it will not be immediately updated as Registrar's staff will need to review and update.

If you hit deny, the form will immediately stop, and notification & email will be sent.

#### **Student Communication**

Once your form has been submitted and processed the student will receive a communication via Commgen to their UNT email address.



#### Instructor Communication

Once your form has been submitted and processed the instructor will receive a communication via Commgen to their email address.

NSR4905A 2019 Summer 10/23/2019 UNIVERSITY OF NORTH TEXAS OFFICE OF THE REGISTRAR OFFICIAL NOTICE OF GRADE CHANGE								
TO: ACCT 20 ACCOUNT	@unt.edu 010 SECTION 001 5 PRIN I							
The following student(s) had a change to their grade $\underline{or}$ has dropped your course with a grade of W. If you have any questions please contact the Registrar's Office at (940) 565-2111 .								
Official EMPLID	STUDENT NAME	Effective DATE	Prior GRADE	Official GRADE	HOURS			
1114		10/21/2019	A	F	3.00			

# Workflow Communications

Students and instructors will receive an email to their UNT email address only when a grade change is approved.

Requestors will receive either a push notification (bell icon) or email depending on the action that occurred in the workflow.

Action	Workflow Email	<u>Workflow Push</u> <u>Notification</u>	Max # of Reminders	<u>Hours Between</u> <u>Reminders</u>
On Final Approval	No	No	-	n/a
On Final Denial	Yes	Yes	1	n/a

#### How do I update or gain access?

If faculty or an approver needs access to the Grade Change Workflow, they will need to notify the Registrar's Office. Contact Information can be found on the <u>Registrar's Office SharePoint site</u>.

#### What if the instructor is no longer here?

If an instructor has left the university and a grade change needs to be submitted, please reach out to the Registrar's Office for assistance. Contact Information can be found on the <u>Registrar's Office SharePoint site</u>.