



ONLINE GRADE CHANGE WORKFLOW MANUAL

**Instructions to submit a Grade Change
Request from Approval and Posting**

Online Grade Change Workflow

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BLUE AND GOLD SUBMISSION

STEP 1: BLUE AND GOLD

Login to [Blue and Gold Main Menu](#)

1A. Select Faculty and Advisors

1B. Select Grade Change



Faculty and Advisors

Student Information Menu

Term Selection

CRN Selection

Faculty Detail Schedule

Week at a Glance

Detail Class List

Summary Class List

Detail Wait List

Summary Wait List

Mid-Semester Grades

Final Grades

Registration Overrides

Add or Drop Classes

Look Up Classes

Electronic Gradebook by Component

Faculty and Advisor Security Information

Active Assignments

Assignment History

Class Schedule

Course Catalog

Syllabus Information

Office Hours

Open College Scheduler

Student Athlete Progress Report

Class Schedule (Condensed)

Student Academic Transcript

List Advisees

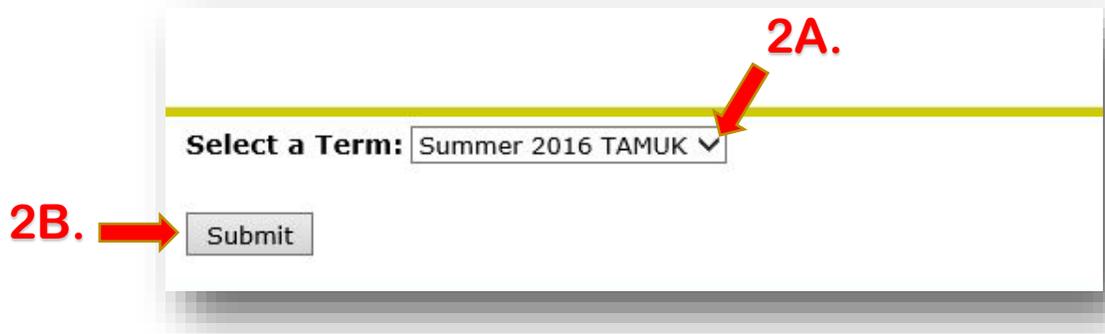
Grade Change

OISSS videos

STEP 2: SELECT TERM

2A. Use the Drop Down to select the Term for the grade you wish to change.

2B. Then Click Submit



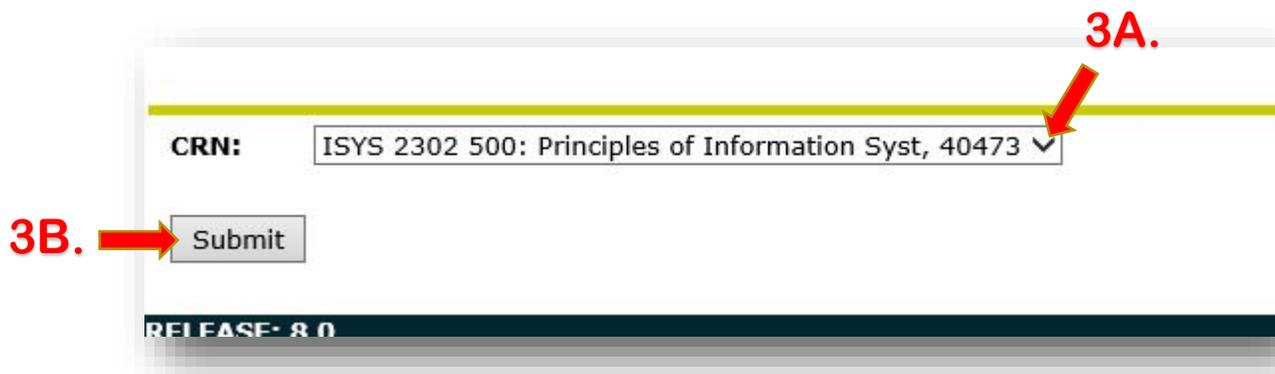
Select a Term: Summer 2016 TAMUK ▾

Submit

STEP 3: SELECT COURSE

3A. Use the Drop Down to select the course for the grade you wish to change.

3B. Then Click Submit



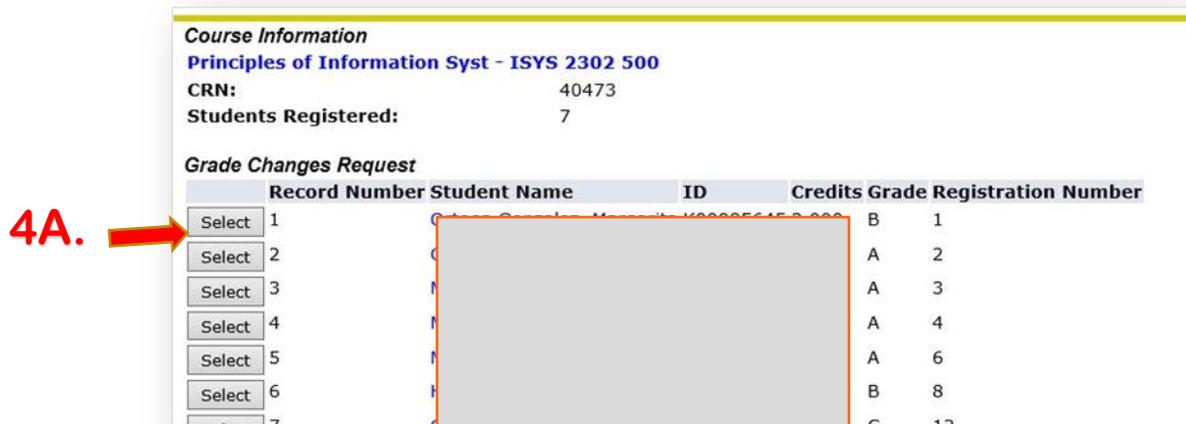
CRN: ISYS 2302 500: Principles of Information Syst, 40473 ▾

Submit

RELEASE- 8.0

STEP 4: SELECT STUDENT

4A. Click Select next to the student whose grade you wish to change.



Course Information
Principles of Information Syst - ISYS 2302 500
CRN: 40473
Students Registered: 7

Grade Changes Request

| | Record Number | Student Name | ID | Credits | Grade | Registration Number |
|--------|---------------|--------------|----|---------|-------|---------------------|
| Select | 1 | | | B | 1 | |
| Select | 2 | | | A | 2 | |
| Select | 3 | | | A | 3 | |
| Select | 4 | | | A | 4 | |
| Select | 5 | | | A | 6 | |
| Select | 6 | | | B | 8 | |
| Select | 7 | | | C | 12 | |

STEP 5: CHANGE GRADE AND SUBMIT

5A. Click on the Drop Down to choose the new grade.

5B. Describe the reason for changing the grade

5C. Click Submit to start the workflow and forward for approvals.

1. Department Chair

2. Dean

3. Registrar

The screenshot shows a web form for changing a grade. The form is titled "Course Information" and includes the following fields:

- Principles of Information Syst - ISYS 2302 500**
- CRN:** 40473
- Name:** M [input field]
- Previous Grade:** B
- Select new grade:** B [dropdown menu]
- Grade Change Reason:** [text area]
- Submit** [button]

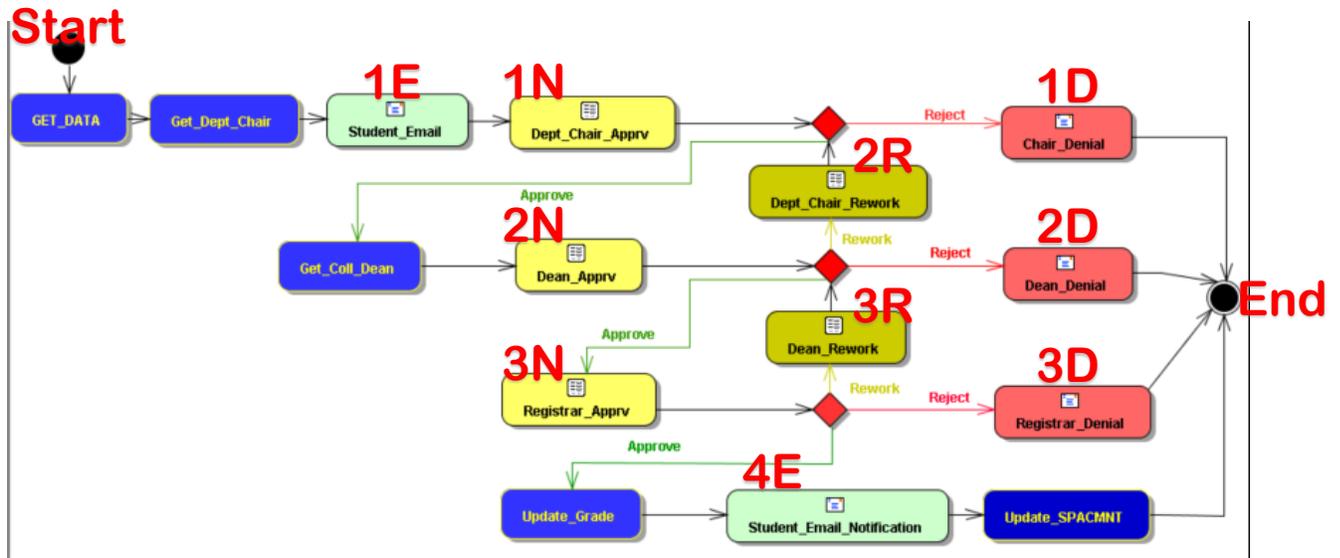
Red arrows and text annotations indicate the steps:

- 5A.** A red arrow points to the dropdown menu for "Select new grade".
- 5B** A red arrow points to the "Grade Change Reason" text area.
- 5C** A red arrow points to the "Submit" button.

GRADE CHANGE WORKFLOW

WORKFLOW MAP

Below is the workflow you will see in [Banner Workflow Login](#). The notifications and emails are Labeled for use in this document for description and identification purposes.



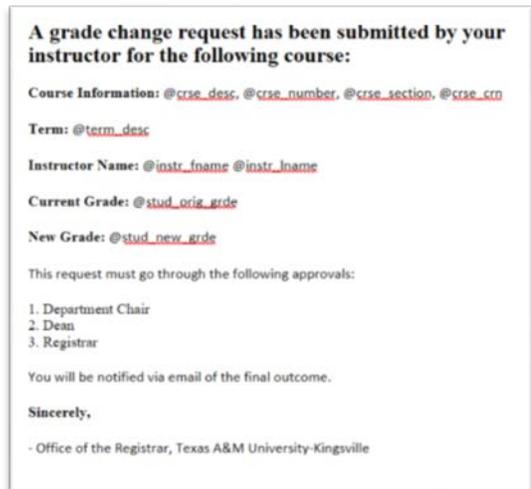
PHASE 1 NOTIFICATIONS AND E-MAILS

When the workflow begins in Blue and Gold it sends the data to Banner Workflow and then looks for the Department Chair of the Instructor who submitted the request.

1E-STUDENT_EMAIL

This email notifies the student of the grade change submission.

1E



1N- DEPARTMENT CHAIR IS NOTIFIED

The Department Chair gets a notification and a link to the workflow.

A grade change request has been submitted by the instructor for the following student:

@stud_first_name @stud_last_name

K ID #: @stud_id

Instructor Name: @instr_fname @instr_lname

Term: @term_code

Course Information: @crse_desc, @crse_number, @crse_section, @crse_crn

Current Grade: @stud_orig_grde

New Grade: @stud_new_grde

Reason for Change: @grde_chg_reason

[Click here to approve or deny.](#)

1N

Grade Change Approval Form

Student first name: N [redacted]
Student last name: Porcer
Course Subject: Principles of Sociology
Course number: 1301
Instr. first name: Mildred
Instr. last name: Slaughter
Current grade: C
New grade: B
Reason: Found Missing Paper, Recalculated grade.

Denial Reason (students may see comments): [redacted]

*Approval Decision
 Approve
 Deny

Complete Save and Close Cancel

Department Chair Instructions

Approve

1. Click Approve
2. Click COMPLETE

Deny

1. Complete Denial Reason (This will be sent to the Student)
2. Click Deny
3. Click COMPLETE (*Save and Close will not send it on, it lets you save the workflow comments and come back to it*)
4. Student and Instructor receive e-mail below and workflow is ended

1D

From: noreply@tamuk.edu
To: @student_email
CC: @instr_email
Subject: Grade Change Request has been denied for @stud_first_name @stud_last_name

Your grade change has been denied by the Department Chair

Course Information: @crse_desc, @crse_number, @crse_crn

Term: @term_desc

Reason: @chr_denial_rsn

Please contact your instructor @instr_fname @instr_lname for more information.

- Office of the Registrar, Texas A&M University-Kingsville

PHASE 2-DEAN LEVEL NOTIFICATIONS AND E-MAILS

Phase 2 captures the Dean's notification and e-mails. If the Department Chair Approves, then the next phase is triggered in workflow.

2N-DEAN NOTIFICATION

The Dean will receive an e-mail:

2N

From: noreply@tamuk.edu
To: @coll_dean_email
CC:
Subject: Grade Change Request for @stud_first_name @stud_last_name

A grade change request has been submitted by the instructor for the following student:

@stud_first_name @stud_last_name

K ID #: @stud_id

Term: @term_code

Instructor Name: @instr_fname @instr_lname

Course Information: @crse_desc, @crse_number, @crse_section, @CRN

Current Grade: @stud_orig_grde

New Grade: @stud_new_grde

Reason for Change: @grde_chg_reason

Approvals

Chair Approval by: @dept_chr_fname @dept_chr_lname

[Click here to approve or deny.](#)



Grade Change Approval Form

Student first name: [Redacted]
Student last name: [Redacted]
Course Subject: Principles of Sociology
Course number: 1301
Instr. first name: Mildred
Instr. last name: Slaughter
Current grade: C
New grade: B
Reason: Found Missing Paper, Recalculated grade.

Denial/Rework Reason (students may see comments): [Redacted]

*Approval Decision

Approve
 Rework
 Deny



Dean Instructions

Approve

1. Click Approve
2. Click COMPLETE
3. Workflow Proceeds to Phase 3. (pg. 7)

2R

Dean Instructions

Rework

1. Fill out Denial/Rework Reason. (This is sent to the Department Chair)
2. Click the Rework button.
3. Click Complete. This sends the workflow back to Phase 1 (pg. 6)

| | |
|----------|---|
| From: | noreply@tamuk.edu |
| To: | @dept_chair_email |
| CC: | |
| Subject: | Insufficient Justification of Grade Change for @stud_first_name @stud_last_name |

The Dean has found insufficient justification to approve Grade Change Request for:

Student: @stud_first_name @stud_last_name

K ID #: @stud_id

Instructor Name: @instr_fname @instr_lname

Term: @term_code

Course Information: @crse_desc, @crse_number, @crse_section.@CRN

Current Grade: @stud_orig_grde

New Grade: @stud_new_grde

Reason for Change: @grde_chg_reason

Comment By Dean: @Dean_Comments

Please resubmit Grade Change Request.

If you need further information please contact @coll_dean_fname @coll_dean_lname.

Dean Instructions

Deny

1. Complete Denial Reason *(This is sent to the Student)*
2. Click Deny.
3. Click Complete. *(Save and Close will not send it on, it lets you save the workflow comments and come back to it)*
4. Student and Instructor receive e-mail 2D and workflow ends

| | |
|----------|---|
| From: | noreply@tamuk.edu |
| To: | @student_email |
| CC: | @instr_email |
| Subject: | Grade Change Request has been denied for @stud_first_name @stud_last_name |

The grade change has been denied.

Course Information: @crse_desc, @crse_number, @crse_crn

Term: @term_desc

Reason: @dean_commts

Please contact your instructor @instr_fname @instr_lname for more information.

- Office of the Registrar, Texas A&M University-Kingsville

PHASE 3-REGISTRAR NOTIFICATIONS AND E-MAILS

Phase 3 captures the Registrar's Notification and e-mails. If the Registrar approves, then the Student is notified of the change and the Grade in Banner is changed.

3N-REGISTRAR EMAIL

The Registrar will receive an e-mail.

From: noreply@tamuk.edu
To: @registrar_email (role)
CC:
Subject: Grade Change Request for @stud_first_name @stud_last_name

3N

A grade change request has been submitted by the instructor for the following student:

@stud_first_name @stud_last_name

K ID #: @stud_id

Term: @term_code

Instructor Name: @instr_fname @instr_lname

Course Information: @crse_desc, @crse_number, @crse_section, @CRN

Current Grade: @stud_orig_grde

New Grade: @stud_new_grde

Reason for Change: @grde_chg_reason

Approvals

Chair Approval by: @dept_chr_fname @dept_chr_lname

Dean Approval by: @dean_fname @dean_lname

[Click here to approve or deny.](#)

Grade Change Approval Form

Student first name: [Redacted]
Student last name: Principles of Sociology
Course Subject: 1301
Course number: Mildred
Instr. first name: Slaughter
Instr. last name: C
Current grade: B
New grade: Found Missing Paper, Recalculated grade.
Reason: [Redacted]
Denial/Rework Reason (students may see comments): [Redacted]

*Change Code: CC ▾

*Approval Decision

Approve
 Rework
 Deny

Complete Save and Close Cancel

Registrar Instructions

Approve

1. Click Approve
2. Click COMPLETE.
3. Workflow proceeds to Phase 4. (pg. 11)

Registrar Instructions

Rework

1 Fill out Denial/Rework Reason. *(This is sent to the Department Chair)*

2. Click the Rework button.

3. Click COMPLETE. This sends the workflow back to Phase 2. (pg. 7)

| | | |
|----------|---|-----------|
| From: | @registrar_email | 3R |
| To: | @dean_email | |
| CC: | | |
| Subject: | Insufficient Justification of Grade Change for @stud_first_name @stud_last_name | |

The Registrar has found insufficient justification to approve Grade Change Request for:

Student: @stud_first_name @stud_last_name

K ID #: @stud_id

Instructor Name: @instr_fname @instr_lname

Term: @term_code

Course Information: @crse_desc, @crse_number, @crse_section,@CRN

Current Grade: @stud_orig_grde

New Grade: @stud_new_grde

Reason for Change: @grde_chg_reason

Comment By Registrar: @Registrar_Comments

Please correct and reapprove this Grade Change Request.

If you need further information please contact the Registrar.

Sincerely,

- Office of the Registrar, Texas A&M University-Kingsville

Registrar Instructions

Deny

1. Complete Denial Reason. *(This is sent to the Student)*

2. Click Deny.

3. Click COMPLETE.

4. Student and Instructor receive e-mail and workflow ends.

| | | |
|----------|---|-----------|
| From: | noreply@tamuk.edu | 3D |
| To: | @dept_chair_email | |
| CC: | | |
| Subject: | Insufficient Justification of Grade Change for @stud_first_name @stud_last_name | |

The Dean has found insufficient justification to approve Grade Change Request for:

Student: @stud_first_name @stud_last_name

K ID #: @stud_id

Instructor Name: @instr_fname @instr_lname

Term: @term_code

Course Information: @crse_desc, @crse_number, @crse_section,@CRN

Current Grade: @stud_orig_grde

New Grade: @stud_new_grde

Reason for Change: @grde_chg_reason

Comment By Dean: @Dean_Comments

Please resubmit Grade Change Request.

If you need further information please contact @coll_dean_fname @coll_dean_lname.

PHASE 4-GRADE CHANGE NOTIFICATION

Phase 4 sends notification to the Student and the Instructor that the grade change has been approved. This ends the workflow and grade and comments are stored in Banner.

4E

| | |
|-----------------|--|
| From: | noreply@tamuk.edu |
| To: | @student_email |
| CC: | @instr_email |
| Subject: | Change of Grade Request Processed for @crse_desc, @crse_number |

Your grade has been changed from @stud_orig_grde to @stud_new_grde in @crse_subj, @crse_number for @term_desc

If you have any questions please contact your instructor @instruct_fname @instruct_lname

Thank You,

- Office of the Registrar, Texas A&M University-Kingsville