

# Using the Grade-Change Workflow

## Instructor Version

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# Be Boulder.



Office of the Registrar  
UNIVERSITY OF COLORADO BOULDER

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# What Is the Grade-Change Workflow?

Instructors can use the grade-change workflow to submit changes to their grade rosters one student at a time.

The grade-change workflow will route corrections to the student's college, school or program. If applicable, corrections will also be forwarded for review to the Assistant Registrar for NCAA Athletic Eligibility. Upon approval, the workflow will update the grade on the student's record within 24 hours.

Instructors may use the workflow for the following reasons:

- An incomplete (I) grade on a previously posted grade roster needs to be updated to a letter grade because the student completed their course work.
- Grades were miscalculated for a student.
- The wrong grade was entered on the original grade roster.

This workflow should not be used for entering grades for dissertation or thesis hours, or for reasons other than those indicated above.

## Request a Grade Change

If you're requesting a grade change from off campus, you must connect to the [campus VPN](#) to use the workflow. If you're unable to make a secure connection, contact [help@colorado.edu](mailto:help@colorado.edu) for technical assistance or [registrar@colorado.edu](mailto:registrar@colorado.edu) for grading advice.

On the [MyCUInfo](#) **Teaching Tools** tab, click either **Go to Web Grading** or **Go to Faculty Center**.

The screenshot shows the myCUinfo Faculty Toolkit interface. At the top, there's a navigation bar with 'Teaching Tools' selected. Below this, the 'Faculty Toolkit' section has tabs for 'My Courses' and 'Course Tools'. A 'Term' dropdown is set to 'Fall 2016'. A red circle highlights the 'Go to Web Grading' button. Below the navigation, a table displays course information for 'Fall 2016'. The table has columns for Course Number, Course Title, Days, Time, Room, Rosters, and Email Class. The first row shows 'PSYC-1001-001' for 'General Psychology' on 'MWF' from '12:00 PM - 12:50 PM' in 'MUEN E050'. A second row shows 'Final Exam' on '2016-12-13' from '01:30 PM - 04:00 PM' in 'MUEN E050'. Below the table, there's a section for 'For additional features, including:' with links for 'class search' and 'entering grades'. A red circle highlights the 'Go to Faculty Center' button. A help link 'Questions about your course schedule? Get help >>' is also visible.

Course Number	Course Title	Days	Time	Room	Rosters	Email Class
<a href="#">PSYC-1001-001</a>	General Psychology	MWF	12:00 PM - 12:50 PM	<a href="#">MUEN E050</a>	<a href="#">CLASS ROSTER</a> <a href="#">PHOTO ROSTER</a>	-
Final Exam:		2016-12-13	01:30 PM - 04:00 PM	<a href="#">MUEN E050</a>		



## Request Grade Change

By default, students are listed in numerical order by Empl ID. Click the checkbox for the student whose grade needs to change.

**Note:** You cannot change multiple students' grades at once using the grade-change workflow.

Please select student(s) to change or enter a late grade

Only show Selected   Reload Roster   Hide Graded Rows

	Select	Empl ID	Name	Official Grade	*Grade Input	Comment	Status
1	<input checked="" type="checkbox"/>		Sample Student 3	C	C		
2	<input type="checkbox"/>		Sample Student 4	P	D+		
3	<input type="checkbox"/>		Sample Student 5	D+	D+		
4	<input type="checkbox"/>		Sample Student 6	W			

If you choose, click **Only show Selected** to hide the other students.

Please select student(s) to change or enter a late grade

Only show Selected   Reload Roster   Hide Graded Rows

	Select	Empl ID	Name	Official Grade	*Grade Input	Comment	Status
1	<input checked="" type="checkbox"/>		Sample Student 3	C	C		
2	<input type="checkbox"/>		Sample Student 4	P	D+		
3	<input type="checkbox"/>		Sample Student 5	D+	D+		
4	<input type="checkbox"/>		Sample Student 6	W			

**NOTE:** Make sure your browser's pop-up blocker is turned off. If you click **Save** on the next page and the pop-up window is blocked, the grade change for that student will lock. If this happens, see [Frequently Asked Questions](#).

Click the **\*Grade Input** drop-down to select the new grade, type the reason for the change in the **Comment** field (required), then click **Save** at the bottom of the page.

Please select student(s) to change or enter a late grade

Only show Selected   Reload Roster   Hide Graded Rows

	Select	Empl ID	Name	Official Grade	*Grade Input	Comment	Status
1	<input checked="" type="checkbox"/>	100934959	Sample Student 3	C	C+	student submitted additional work that raised grade	In Review


**Save**   **Notify**

Instructor | Proxy

The grade change submission form will open in a pop-up window.

Seq #: 607 **Boulder - ARSCU**

\*Subject: CUBLD ,2161 ,PSYC ,2111 ,581(36458)

Priority: 3-Standard  Due Date:  

Status: Initial

Request ID: 675

[Students for grade change](#)

Reason:

To review the grade change prior to submission, click **Students for grade change** (opens in a new tab or window).

CU\_GRDCHANGE\_REQUEST

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

First 1-1 of 1 Last


Seq Nbr	ID	First Name	Last	Institution	Term	Class Nbr	Subject	Catalog	Section	Career	Grd Scheme	Grade Base	Original Grade
1	607	Sample	Student 3	CUBLD	2161	36458	PSYC	2111	581	UGRD	UGD	LTR	C

Changed Grade	ChkoutStat	Submitted Dt	Date of action	Process Dt	User	Request ID	to_char(A.COMMENTS)
C+	IR	12/29/2016			TEST000000		student submitted additional work that raised grade

You may ignore all other fields on this page. To finish, click **Submit**.

Seq #: 607 **Boulder - ARSCU**

\*Subject: CUBLD ,2161 ,PSYC ,2111 ,581(36458)

Priority: 3-Standard  Due Date:  

Status: Initial

Request ID: 675

[Students for grade change](#)

Reason:

**More Information:**

Click "Submit" to send your grade change request to the appropriate dean's office for approval. Enter any comments in this box.

**NOTE:** Do not close the grade changes submission form window until you've confirmed that you submitted the grade change correctly. Once you close that window, you lose access to the **Cancel Approval** button.

If the next window indicates the request is **Pending**, the request has been submitted successfully.

The screenshot shows a window titled "Boulder - ARSCU". Below the title, the subject is listed as "CUBLD ,2161 ,PSYC ,2111 ,581(36458)". A section titled "Review/Edit Approvers" contains a dropdown menu showing "Boulder - ARSCU: 607: Pending" with a yellow highlight on the word "Pending". Below the dropdown, a list of approvers is shown, starting with "1" and "Pending". The first approver is "Multiple Approvers" with a clock icon, and the second is "BLD ARSC GradeChange Approver".

The grade-change approver for the student's college, school or program will receive an automatic email telling them a request is awaiting their approval. Click **OK**.

This screenshot is identical to the one above, showing the "Boulder - ARSCU" window with the "Pending" status. However, an "OK" button is highlighted with a red circle in the bottom-left corner of the window.

The requested grade change now appears in the class list with a status of **In Review**.

This is your online form to submit a grade change or enter a late grade.

Please enter the Institution: CU Boulder

Please select from the following term: Spring 2016 UC Boulder

Please select from the following class list: PSYC, 2111, 581

Please select student(s) to change or enter a late grade

Only show Selected   Reload Roster   Hide Graded Rows

	Select	Empl ID	Name	Official Grade	Grade Input	Comment	Status
1	<input checked="" type="checkbox"/>		Sample Student 3	C	B	student submitted additional work that raised grade	In Review

Save   Notify

[Instructor](#) | [Proxy](#)

You are likely to have two or three tabs related to the grade change open:

- the grade entry page,
- the submission page and,
- if you opened it, the request details ("CU\_GRDCHANGE\_REQUEST") page.

To submit another grade-change request, click **New Window**.

[Instructor](#) | [Proxy](#)

Request Seq Nbr: 607

This is your online form to submit a grade change or enter a late grade.

Please enter the Institution: CU Boulder

Please select from the following term: Spring 2016 UC Boulder

Please select from the following class list: PSYC, 2111, 581

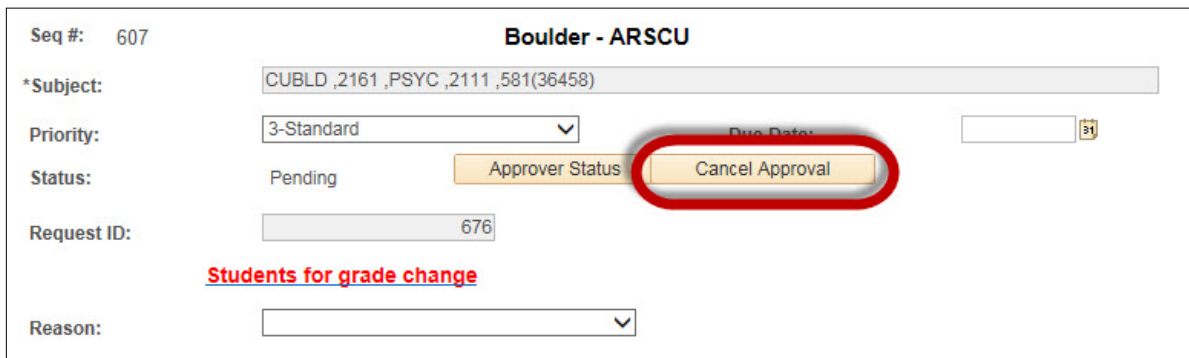
[New Window](#) | [Help](#) | [Personalize Page](#) | 

If you're done submitting grade changes and you're certain that you don't need to cancel the grade-change request, you can close all tabs.

# Cancel a Request

**NOTE:** Once you close the grade change submission form, you lose access to the **Cancel Approval** button. If this has happened, you must contact the approver and ask them to deny the request.

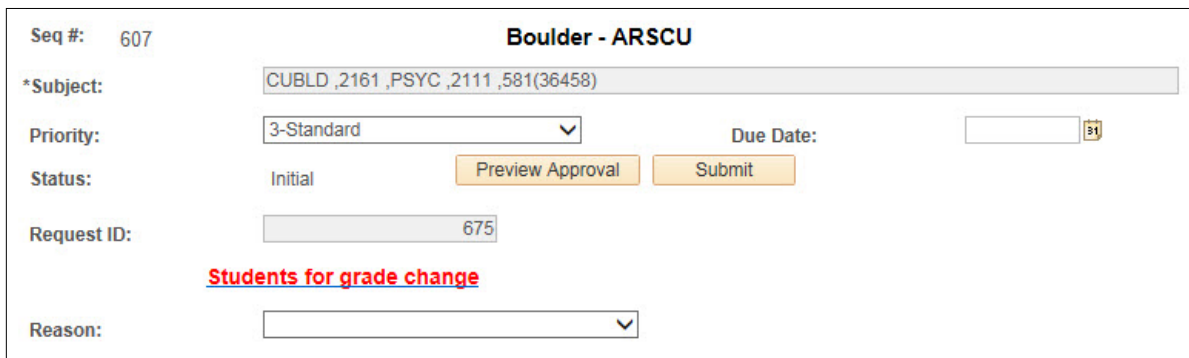
In the grade change submission form pop-up window, click **Cancel Approval**



The screenshot shows a form titled "Boulder - ARSCU" with the following fields and buttons:

- Seq #: 607
- \*Subject: CUBLD ,2161 ,PSYC ,2111 ,581(36458)
- Priority: 3-Standard
- Status: Pending
- Request ID: 676
- Reason: (dropdown menu)
- Buttons: Approver Status, Cancel Approval (highlighted with a red circle)
- Due Date: (calendar icon)
- Text: Students for grade change

After you cancel the submission, the **Preview Approval** and **Submit** buttons reappear.



The screenshot shows the same form as above, but with the following changes:

- Status: Initial
- Buttons: Preview Approval, Submit
- Request ID: 675
- Reason: (dropdown menu)
- Text: Students for grade change



# Review the Approver's Decision

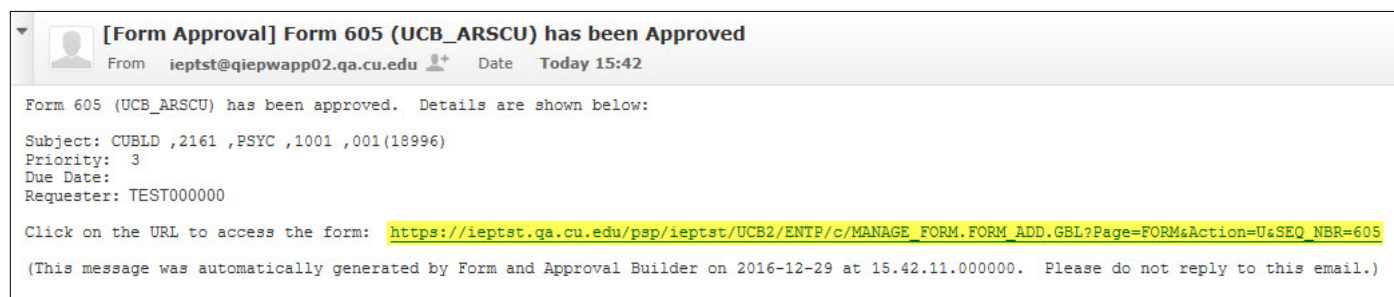
When the approver for the student's college, school or program submits their decision, you'll receive an automatic email with a subject line that begins with "[Form Approval]."

## Approved

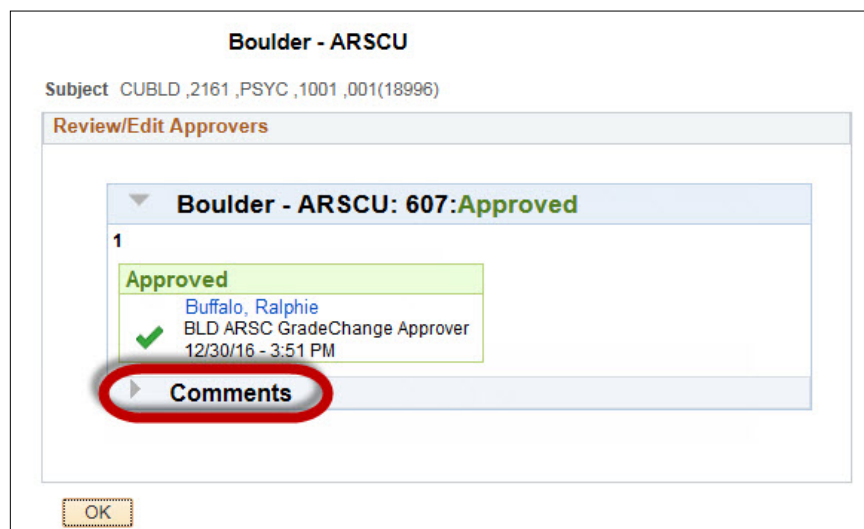
If your request is approved, you'll receive an automatic email with a subject line that ends with "has been Approved." You, the dean's office and the student will receive another email within 24 hours indicating the new grade has posted to the student's record.



Click the link in the email to see the decision details in MyCUInfo.



If the approver left a comment, click the arrow next to **Comments** to see them.



To close the window, click **OK**.

**Boulder - ARSCU**

Subject CUBLD ,2161 ,PSYC ,1001 ,001(18996)

**Review/Edit Approvers**

**Boulder - ARSCU: 607:Approved**

1

**Approved**

✓ Buffalo, Ralphie  
BLD ARSC GradeChange Approver  
12/30/16 - 3:51 PM

**Comments**

Ralphie Buffalo at 12/30/16 - 3:51 PM  
No concerns

**OK**

## Denied

If your request is denied, you'll receive an automatic email with a subject line that ends with "has been Denied."

**[Form Approval] Form 606 (UCB\_ARSCU) has been Denied**

From ieptst@qiepwapp02.qa.cu.edu Date Today 15:43

Form 606 (UCB\_ARSCU) has been denied. Details are shown below:

Subject: CUBLD ,2161 ,PSYC ,1001 ,001(18996)  
Priority: 3  
Due Date:  
Requester: TEST000000

Click on the URL to access the form: [https://ieptst.qa.cu.edu/psp/ieptst/UCB2/ENTP/c/MANAGE\\_FORM.FORM\\_ADD.GBL?Page=FORM&Action=U&SEQ\\_NBR=606](https://ieptst.qa.cu.edu/psp/ieptst/UCB2/ENTP/c/MANAGE_FORM.FORM_ADD.GBL?Page=FORM&Action=U&SEQ_NBR=606)

(This message was automatically generated by Form and Approval Builder on 2016-12-29 at 15.43.18.000000. Please do not reply to this email.)

Click the link in the email to see the decision details in MyCUInfo.

**[Form Approval] Form 606 (UCB\_ARSCU) has been Denied**

From ieptst@qiepwapp02.qa.cu.edu Date Today 15:43

Form 606 (UCB\_ARSCU) has been denied. Details are shown below:

Subject: CUBLD ,2161 ,PSYC ,1001 ,001(18996)  
Priority: 3  
Due Date:  
Requester: TEST000000

Click on the URL to access the form: [https://ieptst.qa.cu.edu/psp/ieptst/UCB2/ENTP/c/MANAGE\\_FORM.FORM\\_ADD.GBL?Page=FORM&Action=U&SEQ\\_NBR=606](https://ieptst.qa.cu.edu/psp/ieptst/UCB2/ENTP/c/MANAGE_FORM.FORM_ADD.GBL?Page=FORM&Action=U&SEQ_NBR=606)

(This message was automatically generated by Form and Approval Builder on 2016-12-29 at 15.43.18.000000. Please do not reply to this email.)

If the approver left a comment, click the arrow next to **Comments** to see them.

**Boulder - ARSCU**

Subject CUBLD ,2161 ,PSYC ,1001 ,001(18996)

**Review/Edit Approvers**

▼ **Boulder - ARSCU: 607:Denied** View/Hide Comments

1

**Denied**

Buffalo, Ralphie  
BLD ARSC GradeChange Approver  
12/29/16 - 3:43 PM

▶ **Comments**

OK

To close the window, click **OK**.

**Boulder - ARSCU**

Subject CUBLD ,2161 ,PSYC ,1001 ,001(18996)

**Review/Edit Approvers**

▼ **Boulder - ARSCU: 607:Denied** View/Hide Comments

1

**Denied**

Buffalo, Ralphie  
BLD ARSC GradeChange Approver  
12/29/16 - 3:43 PM

▼ **Comments**

**Ralphie Buffalo at 12/29/16 - 3:43 PM**  
Need additional information to approve

OK

This grade-change request is now closed. If the approver's comment indicates the request should be modified and resubmitted, you'll need to restart the grade-change process from the beginning.

# Frequently Asked Questions

## **When I clicked "Save," I got an error message saying I need to enter a changed grade.**

The grade you entered and the existing grade are the same. To correct this, click **OK**, change the **\*Grade Input** drop-down to the new grade, then click **Save**.

## **When I clicked "Save," I got an error message saying I need to enter a comment.**

You must enter a reason for the grade change in the **Comment** field. To do so, click **OK**, type the reason for the change in the **Comment** field, then click **Save**.

## **When I clicked "Save," nothing happened, and now the "Save" button is grayed out.**

Your browser's pop-up blocker probably blocked the next window in the process. Unfortunately, you can no longer access the grade-change workflow for that student.

The next business day, your request should appear in the Office of the Registrar's pending grade-change request report, at which time staff will submit the request on your behalf. If your grade change has been pending for more than five business days, please notify the Office of the Registrar ([registrar@colorado.edu](mailto:registrar@colorado.edu)).