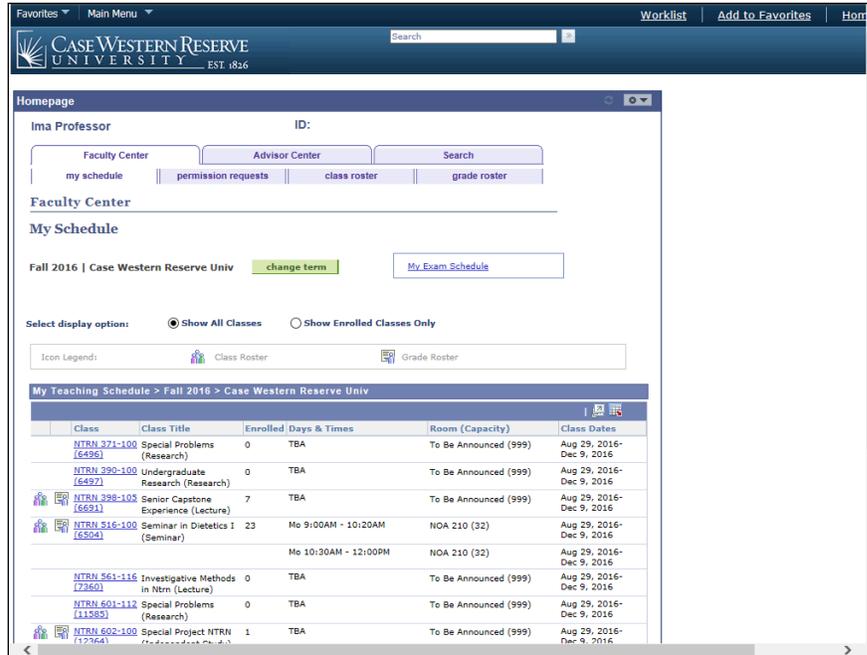


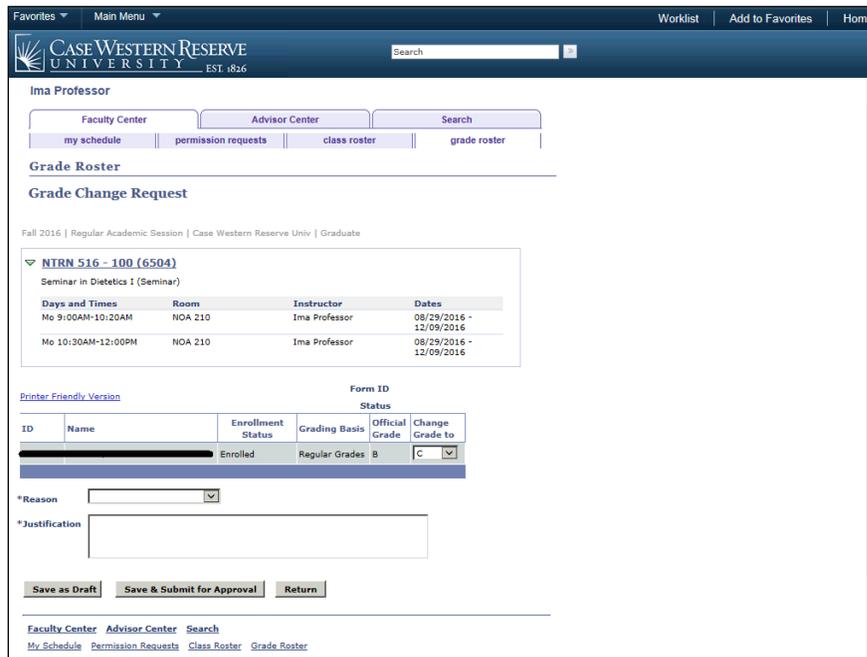
Student Information System: Online Grade Change



Step	Action
1.	<p>After logging in to the SIS, the Faculty Center appears.</p> <p>Select the grade roster button/icon to the left of the class containing the grade that needs to be changed.</p> <p>Note: To locate a class taught in a prior term, click the Change Term button.</p> 

Step	Action
2.	<p>The Select Grade Roster screen appears.</p> <p>Select the Request Grade Change link.</p> <p>Request Grade Change</p>

Step	Action
3.	Click the Request Grade Change link to the immediate right of the grade needing to be changed. Request Grade Change



Favorites Main Menu Worklist Add to Favorites Home
 CASE WESTERN RESERVE UNIVERSITY EST. 1826 Search

Ima Professor
 Faculty Center Advisor Center Search
 my schedule permission requests class roster grade roster

Grade Roster
Grade Change Request

Fall 2016 | Regular Academic Session | Case Western Reserve Univ | Graduate

NTRN 516 - 100 (6504)
 Seminar in Dietetics 1 (Seminar)

Days and Times	Room	Instructor	Dates
Mo 9:00AM-10:20AM	NOA 210	Ima Professor	08/29/2016 - 12/09/2016
Mo 10:30AM-12:00PM	NOA 210	Ima Professor	08/29/2016 - 12/09/2016

Printer Friendly Version Form ID

ID	Name	Enrollment Status	Grading Basis	Official Grade	Change Grade to
		Enrolled	Regular Grades	B	C

*Reason
 *Justification

Save as Draft Save & Submit for Approval Return

Faculty Center Advisor Center Search
 My Schedule Permission Requests Class Roster Grade Roster

Step	Action
4.	Select the appropriate new grade from the Change Grade to dropdown menu. You will also need to select a *Reason from the dropdown menu, and enter a *Justification . 

Favorites Main Menu Worklist Add to Favorites Home
 CASE WESTERN RESERVE UNIVERSITY EST. 1826 Search

Ima Professor
 Faculty Center Advisor Center Search
 my schedule permission requests class roster grade roster

Grade Roster
Grade Change Request

Fall 2016 | Regular Academic Session | Case Western Reserve Univ | Graduate

NTRN 516 - 100 (6504)
 Seminar in Dietetics I (Seminar)

Days and Times	Room	Instructor	Dates
Mo 9:00AM-10:20AM	NOA 210	Ima Professor	08/29/2016 - 12/09/2016
Mo 10:30AM-12:00PM	NOA 210	Ima Professor	08/29/2016 - 12/09/2016

[Printer Friendly Version](#) Form ID Status

ID	Name	Enrollment Status	Grading Basis	Official Grade	Change Grade to
		Enrolled	Regular Grades	B	C

*Reason

*Justification

Save as Draft Save & Submit for Approval Return

Faculty Center Advisor Center Search
 My Schedule Permission Requests Class Roster Grade Roster

Step	Action
5.	Select the appropriate *Reason from the dropdown menu. <input type="text" value="Instructor Error"/>

Favorites Main Menu Worklist Add to Favorites Home
 CASE WESTERN RESERVE UNIVERSITY EST. 1826 Search

Ima Professor
 Faculty Center Advisor Center Search
 my schedule permission requests class roster grade roster

Grade Roster
Grade Change Request

Fall 2016 | Regular Academic Session | Case Western Reserve Univ | Graduate

NTRN 516 - 100 (6504)
 Seminar in Dietetics I (Seminar)

Days and Times	Room	Instructor	Dates
Mo 9:00AM-10:20AM	NOA 210	Ima Professor	08/29/2016 - 12/09/2016
Mo 10:30AM-12:00PM	NOA 210	Ima Professor	08/29/2016 - 12/09/2016

[Printer Friendly Version](#) Form ID Status

ID	Name	Enrollment Status	Grading Basis	Official Grade	Change Grade to
		Enrolled	Regular Grades	B	C

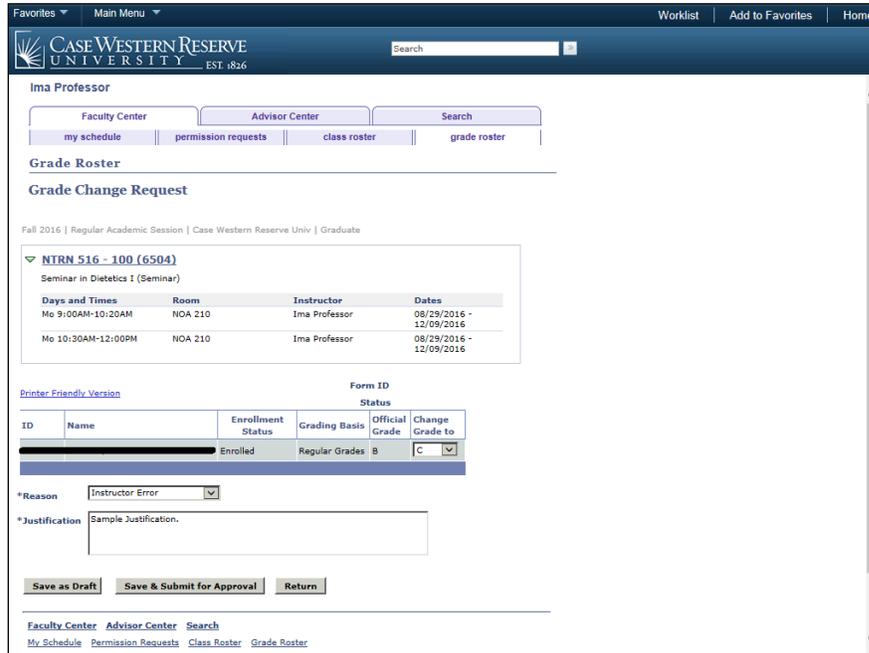
*Reason

*Justification

Save as Draft Save & Submit for Approval Return

Faculty Center Advisor Center Search
 My Schedule Permission Requests Class Roster Grade Roster

Step	Action
6.	Enter a *Justification for the change. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Sample Justification. </div>



Favorites | Main Menu | Worklist | Add to Favorites | Home
 CASE WESTERN RESERVE UNIVERSITY EST. 1826

Ima Professor
 Faculty Center | Advisor Center | Search
 my schedule | permission requests | class roster | grade roster

Grade Roster
Grade Change Request

Fall 2016 | Regular Academic Session | Case Western Reserve Univ | Graduate

NTRN 516 - 100 (6504)
 Seminar in Dietetics I (Seminar)

Days and Times	Room	Instructor	Dates
Mo 9:00AM-10:20AM	NOA 210	Ima Professor	08/29/2016 - 12/09/2016
Mo 10:30AM-12:00PM	NOA 210	Ima Professor	08/29/2016 - 12/09/2016

[Printer Friendly Version](#) | Form ID

ID	Name	Enrollment Status	Grading Basis	Official Grade	Change Grade to
		Enrolled	Regular Grades	B	C

*Reason: Instructor Error
 *Justification: Sample Justification.

Save as Draft | Save & Submit for Approval | Return

Faculty Center | Advisor Center | Search
[My Schedule](#) | [Permission Requests](#) | [Class Roster](#) | [Grade Roster](#)

Step	Action
7.	Decision: Please make a selection from the options listed below. <ul style="list-style-type: none"> • Save as Draft Go to step 8 • Save & Submit for Approval Go to step 12

IMA Professor

Faculty Center | Advisor Center | Search

my schedule | permission requests | class roster | grade roster

Grade Roster

Grade Change Request

Fall 2016 | Regular Academic Session | Case Western Reserve Univ | Graduate

▼ **NTRN 516 - 100 (6504)**
Seminar in Dietetics I (Seminar)

Days and Times	Room	Instructor	Dates
Mo 9:00AM-10:20AM	NOA 210	Ima Professor	08/29/2016 - 12/09/2016
Mo 10:30AM-12:00PM	NOA 210	Ima Professor	08/29/2016 - 12/09/2016

[Printer Friendly Version](#) Form ID: _____

ID	Name	Enrollment Status	Grading Basis	Official Grade	Change Grade to
██████████		Enrolled	Regular Grades	B	C

*Reason:

*Justification:

Save as Draft | **Save & Submit for Approval** | **Return**

Faculty Center | Advisor Center | Search
My Schedule | Permission Requests | Class Roster | Grade Roster

Step	Action
8.	Select Save as Draft to return and submit for approval later, or to make additional changes.

IMA Professor

Faculty Center | Advisor Center | Search

my schedule | permission requests | class roster | grade roster

Grade Roster

Grade Change Request

Fall 2016 | Regular Academic Session | Case Western Reserve Univ | Graduate

▼ **NTRN 516 - 100 (6504)**
Seminar in Dietetics I (Seminar)

Days and Times	Room	Instructor	Dates
Mo 9:00AM-10:20AM	NOA 210	Ima Professor	08/29/2016 - 12/09/2016
Mo 10:30AM-12:00PM	NOA 210	Ima Professor	08/29/2016 - 12/09/2016

[Printer Friendly Version](#) Form ID: 000086

ID	Name	Enrollment Status	Grading Basis	Official Grade	Change Grade to
██████████		Enrolled	Regular Grades	B	C

*Reason:

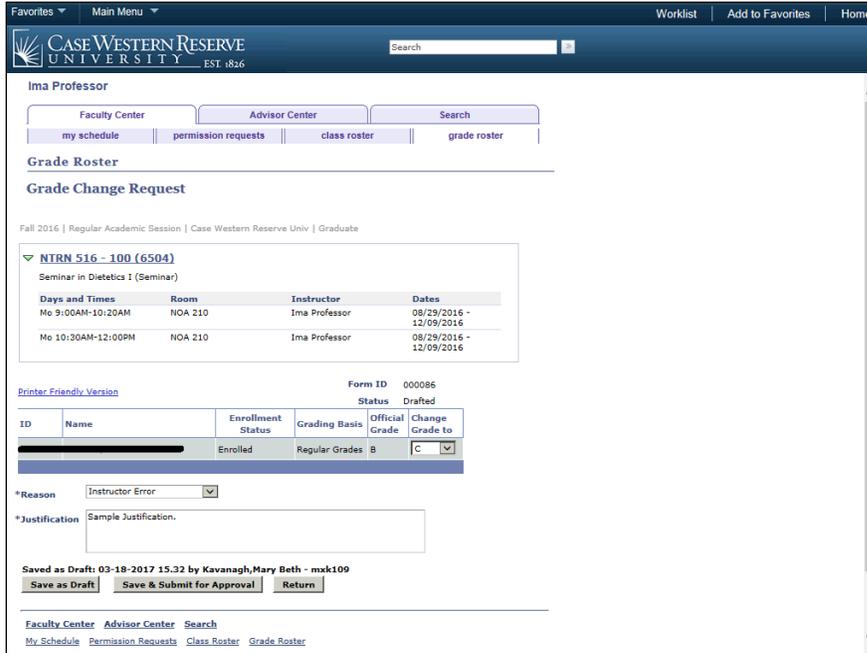
*Justification:

Saved as Draft: 03-18-2017 15:32 by Kavanagh, Mary Beth - mxk109

Save as Draft | **Save & Submit for Approval** | **Return**

Faculty Center | Advisor Center | Search
My Schedule | Permission Requests | Class Roster | Grade Roster

Step	Action
9.	Once you select Save as Draft you will see information appear that identifies the person who made the change, as well as the date and time stamp.



Ima Professor
 Faculty Center | Advisor Center | Search
 my schedule | permission requests | class roster | grade roster

Grade Roster
Grade Change Request

Fall 2016 | Regular Academic Session | Case Western Reserve Univ | Graduate

NTRN 516 - 100 (6504)
 Seminar in Dietetics I (Seminar)

Days and Times	Room	Instructor	Dates
Mo 9:00AM-10:20AM	NOA 210	Ima Professor	08/29/2016 - 12/09/2016
Mo 10:30AM-12:00PM	NOA 210	Ima Professor	08/29/2016 - 12/09/2016

Printer Friendly Version | Form ID 000086 | Status Drafted

ID	Name	Enrollment Status	Grading Basis	Official Grade	Change Grade to
		Enrolled	Regular Grades	B	C

*Reason: Instructor Error

*Justification: Sample Justification.

Saved as Draft: 02-18-2017 15:22 by Kavanagh, Mary Beth - mxk109

Save as Draft | Save & Submit for Approval | Return

Faculty Center | Advisor Center | Search
 My Schedule | Permission Requests | Class Roster | Grade Roster

Step	Action
10.	Click the Return button to return to the Grade Roster.

Return

Case Western Reserve University Faculty Center Advisor Center Search

my schedule permission requests class roster grade roster

Grade Roster

Grade Change Request

Fall 2016 | Regular Academic Session | Case Western Reserve Univ | Graduate

NTRN 516 - 100 (6504)
Seminar in Dietetics I (Seminar)

Days and Times	Room	Instructor	Dates
Mo 9:00AM-10:20AM	NOA 210	Ima Professor	08/29/2016 - 12/09/2016
Mo 10:30AM-12:00PM	NOA 210	Ima Professor	08/29/2016 - 12/09/2016

RETURN Completed Submitted

ID	Name	Enrollment Status	Grading Basis	Official Grade	Grade Change	Status
		Enrolled	Regular Grades	B	Request Grade Change	
		Enrolled	Regular Grades	A	Request Grade Change	
		Enrolled	Regular Grades	B	Submitted	Submitted
		Enrolled	Regular Grades	A	Request Grade Change	
		Enrolled	Regular Grades	A	Request Grade Change	
		Enrolled	Regular Grades	C	Request Grade Change	
		Enrolled	Regular Grades	A	Request Grade Change	
		Enrolled	Regular Grades	B	Request Grade Change	

Step	Action
11.	This completes the process of changing a grade. End of Procedure. Remaining steps apply to other paths.

Case Western Reserve University Faculty Center Advisor Center Search

my schedule permission requests class roster grade roster

Grade Roster

Grade Change Request

Fall 2016 | Regular Academic Session | Case Western Reserve Univ | Graduate

NTRN 516 - 100 (6504)
Seminar in Dietetics I (Seminar)

Days and Times	Room	Instructor	Dates
Mo 9:00AM-10:20AM	NOA 210	Ima Professor	08/29/2016 - 12/09/2016
Mo 10:30AM-12:00PM	NOA 210	Ima Professor	08/29/2016 - 12/09/2016

Printer Friendly Version Form ID 000086 Status Drafted

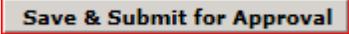
ID	Name	Enrollment Status	Grading Basis	Official Grade	Change Grade to
		Enrolled	Regular Grades	B	C

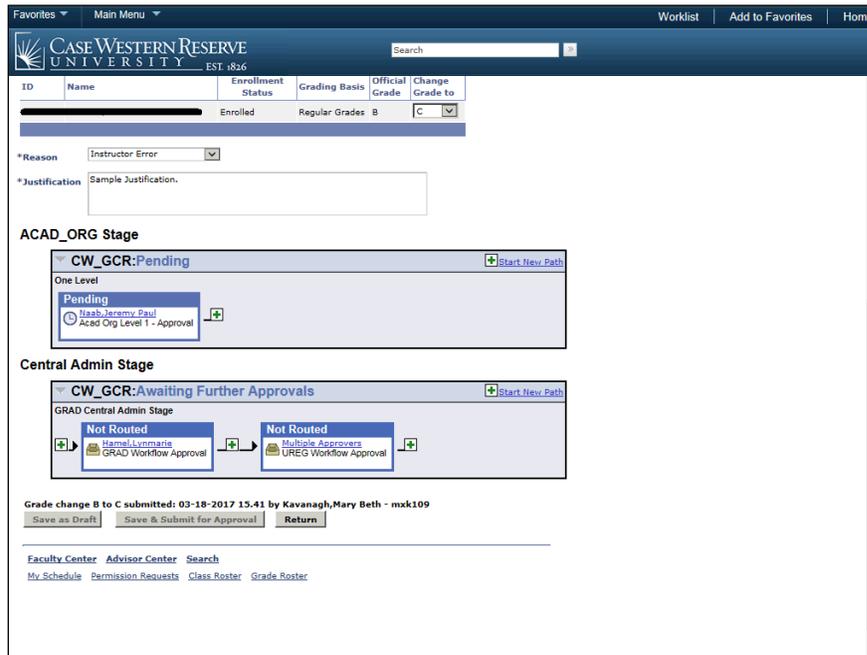
*Reason

*Justification

Grade change B to C saved as draft: 03-18-2017 15:32 by Kavanagh,Mary Beth - mxk109

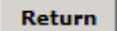
Faculty Center Advisor Center Search
My Schedule Permission Requests Class Roster Grade Roster

Step	Action
12.	Click the Save & Submit for Approval button. 



Favorites Main Menu Worklist Add to Favorites Home
 CASE WESTERN RESERVE UNIVERSITY EST. 1826 Search
 ID Name Enrollment Status Grading Basis Official Grade Change Grade to
 Enrolled Regular Grades B C
 *Reason Instructor Error
 *Justification Sample Justification.
ACAD_ORG Stage
 CW_GCR: Pending Start New Path
 One Level
 Pending
 HemeLymonis.Dual Acad Org Level 1 - Approval
Central Admin Stage
 CW_GCR: Awaiting Further Approvals Start New Path
 GRAD Central Admin Stage
 Not Routed Not Routed
 HemeLymonis Multiple Approvers
 GRAD Workflow Approval UREG Workflow Approval
 Grade change B to C submitted: 03-18-2017 15:41 by Kavanagh, Mary Beth - mxk109
 Save as Draft Save & Submit for Approval Return
 Faculty Center Advisor Center Search
 My Schedule Permission Requests Class Roster Grade Roster

Step	Action
13.	Once you have selected to click the Save & Submit for Approval button the approval process will begin.

Step	Action
14.	Click the Return button to return to the Grade Roster.  Go to step 11