# Grade Change Workflow Tutorial

Instructors may now submit their grade change requests online through Faculty Self Service. This grade change workflow replaces the need for paper request forms and will notify both instructor and student throughout the process. Once approved, the student's transcript and GPA are automatically updated. Below are the steps for submitting and tracking grade change requests. This process is for grade changes only. Initial grade submissions are still made using the '**Faculty Grading'** link.

Begin by logging into the myUT Portal at http://myut.utoledo.edu/ . Once logged in, go to the Faculty and Advisor tab, then select the "**Grade Change**" link from the Faculty Toolkit menu on the left. You will be prompted to login to the workflow process. This login is the same UTAD user name and password you used to access the myUT Portal.

1. Enter your Rocket ID Number. Instructors will need to do this each time they submit a new grade change request.
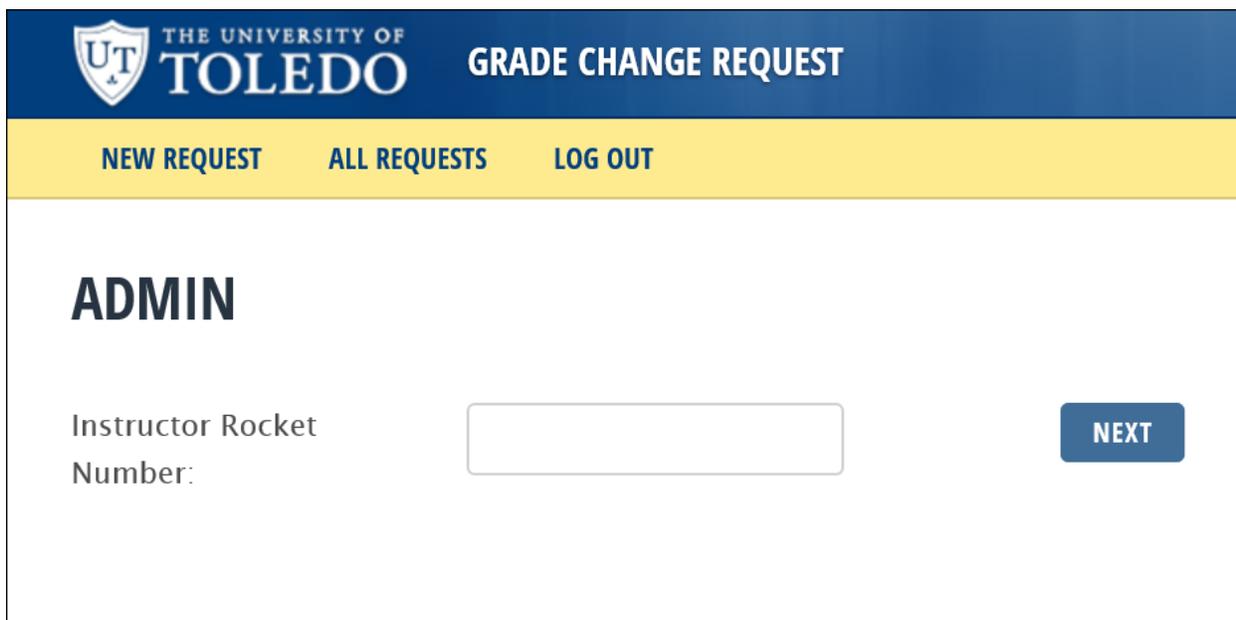
2. There are two ways to search for a student to submit a grade change. You can start by selecting the '**Term**' the course was taught. This will then populate all of the courses you taught in the chosen semester. Select the appropriate course from the menu. Next, under the '**Student**' drop down menu, choose the appropriate student. When finished select '**Next**'. Or...

3. If you know the Rocket ID Number of the student, enter it in the '**Rocket Number**' field. This will populate every semester a student took a course that you taught. Choose the correct '**Term**'. Finally, from the Course drop down menu, choose the appropriate course and select '**Next**'.

4. Choose the new grade for the selected student. Letter grade to letter grade changes require you to select the appropriate dean from the Dean Level Approver menu. Letter grade to letter grade requests also require you to submit a reason for the change. Requests submitted without a Grade Change Reason will receive an error message that "Request reason is required" until a reason is entered.

   *Grade submissions for NR, PR, PRS, PRU, IN and IP grades do not require you to select a Dean Level Approver.

5. Please note, when submitting an F, IN, PRU or U grade the system will require you to enter a Last Date of Attendance for the student. Also note, when submitting an IN grade you will need to submit a Default Final Grade. This is the grade the incomplete will update to if the student does not complete the remaining requirements to receive a final grade.

6. For letter grade to letter grade submissions, the selected Dean Level Approver will receive an email prompting them to login to the workflow and review the request. Instructors will receive an email once the dean has approved or denied the request.

   Instructors can also log back into the Grade Change Request process to check on the status of their request. The status of submitted requests is tracked by selecting the '**All Requests'** link in the toolbar menu. A list of pending and completed requests is displayed. Select the '**Detail**' link on the far right to review the specific request.

DETAIL

Rocket Number	R01429246
Student Name	DO NOT USE, Test
Term	Spring 2017
Course	20742 HIST-3110-008 European Middle Ages II
Current Grade	B+
New Grade:	A
Workflow Status:	

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New grade: | IN

Dean level approver: | _____

Last date of attendance | 05/05/2017 | (mm/dd/yyyy)

Default final grade for Incomplete (IN) grade: | D-

Grade change reason:

SUBMIT

7. After the dean has approved the grade change request the Registrar's Office will receive notification for final approval and update. Once the Registrar's Office submits approval the student's grade and GPA are automatically updated. The student will receive an email that the process is complete and to go online and check their transcript to confirm.

8. To submit another grade change select the '**New Request**' link in the toolbar. You will need to enter your Instructor Rocket Number again to authenticate your information.

9. Questions about this new process can be directed to the grades@utoledo.edu inbox.