

FACULTY CENTER – CHANGING GRADES – REFERENCE GUIDE

INTRODUCTION

Online grade changes can be submitted through the **My Schedule** screen in your portal Faculty Center. **Note:** The change access is <u>not</u> on the grade roster!

Other Notes:

- A current browser should be used. A list of compatible browsers can be found at: <u>http://www.csun.edu/sites/default/files/browsers.pdf</u>
- Pop-up blockers should be disabled. Some warnings or errors appear as "pop-up" windows so make sure to disable your browser's pop-up blockers or risk not being able to see them as they appear.
- Grade changes submitted within one term since the original grade was assigned require Department Chair approval. (With the exception of "I" grades they do not require Chair approval if changed within two terms since the original term.)
- Grades changes submitted more than one term since the original grade was assigned require Associate Dean approval.
- There will be a one week blackout period for grade changes at the end of each term.

Accessing the Faculty Center

- 1. Go to: http://www.csun.edu
- 2. Select CSUN PORTAL from the MyCSUN drop-down list.
- 3. Enter your username and password.
- 4. Select the Login button.

Figure 1 – CSUN Portal Login

CSUN Portal	CALIFORNIA	address and temporary password that you received from the University.				
Gmail Microsoft Office 365	TE UNIVERSITY (ORTHRIDGE	For increased security, your connection will expire after 27 minutes of inactivity.				
Canvas Box	- 2	User ID:				
Zoom		Password [:]				



5. Select the Faculty Center shortcut in the Top Tools section of the right side pane.

Figure 2 – Faculty Center Link



Changing Grades

The Faculty Center - My Schedule page displays.

- 1. Verify that you are looking at the correct term. If not, select the Change Term button at the top of the page to select the correct term.
- 2. Select the Req. Grade Change button next to the course you want to work with.

Figure 3 – My Schedule Page: Request Grade Change button:

гd	culty	y Center								
M	y So	chedule	9							
Sp	ring	Semester	2020 CSU Northridge				Change Term		My Exam S	Schedule
Se	lect (display op	tion							
		O Show	v All Classes	Os	how Er	rolled	Classes Only			
		nond	Son Class Poster							
lco	n Leg	yenu	Cidss Rusiel	EN	Grade H	loster				
M	n Le <u>c</u> / Tea	aching Sc	hedule > Spring Sem	ester 20	Grade F 20 > C	SU N	orthridge			
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My	n Le <u>c</u> / Tea	aching Sc Class	class Title	ester 20 Cap	20 > C Tot Enrl	SU N	o <mark>rthridge</mark> P Days & Times	ersonalize Vi Room	iew All 고 📑	First 🚯 1-2 of 2 🚯 Las
M	r Tea	aching So Class	Class Title Class Title (Lecture)	ester 20 Cap 30	20 > C 20 > C Tot Enrl 30	SU Norther	o <mark>rthridge</mark> Pays & Times MoWe 11:00AM - 12:40PM	ersonalize Vi Room JR 316 Language Lab	iew All [2] Class Dates Jan 21, 2020- May 8, 2020	First ④ 1-2 of 2 ④ Las Req. Grade Change



3. The Grade Change Roster displays (Figure 4).

Figure 4 – Grade Change Roster

Online Grade Change Request

Spring Semester 2020 | CSU Northridge

"Requests for grade changes can be made only for classes with posted grades and for students who have not received their degrees. Requests to change grades that have been excluded from the calculation of the GPA due to the application of the Grade Forgiveness Policy cannot be submitted electronically.

Note that you may not request to change grades that appear in red. Please ontact the Registrar's Office if you have any questions."

									Retu	m to My Sche	dule	Submit
	Student ID	Last Name	First Name	Official Grade	Grade Change Request Status	Grading Scheme	Grading Basis	Change Grade To	Reason Code	Date Work Completed /Date Last Attended	Add Comments	Reset
1		erenge Manne		C		UG	GRD	~	~)	Add Comments	Reset
2		an and an		A		UG	GRD	~	v		Add Comments	Reset
3		1		A-		UG	GRD	~	~)	Add Comments	Reset
4			an ann a' sealairte an	В		UG	GRD	~	~)	Add Comments	Reset
-										-		1

- 4. In the **Change Grade To** field, select the appropriate grade from the drop down menu.
- 5. In the **Reason Code** field select the appropriate choice from the drop down menu:
 - Calculation Error An error was made in the calculation of the original grade.
 - Entry Error An incorrect grade was entered by mistake.
 - Grade Appeal Change is the result of a formal or informal grade appeal.
 - Incomplete Removal Changing an Incomplete to a final grade once the student has completed the work for the course.

Notes:

- When changing a grade to an 'F', 'WU' or 'I' a last attended date must be entered. This date must be within the start and end dates of the original term.
- When changing an 'l' grade to a permanent grade, a work completed date must be entered. This date must be after the end date of the original term.



6. When finished entering changes on the roster, click the Submit button. The submission confirmation message will display.

Figure 5 – Grade Change Roster

Or	line Gra	de Change	Request									
Sp	ring Semest	er 2020 CSU Na	orthridge									
"Re Re can	equests for g quests to ch not be subr e that you n	grade changes c ange grades tha nitted electronic nay not request	an be made only fe at have been exclu- ally. to change grades t	or classes w ded from the hat appear	vith posted e calculati in red. Ple	l grades on of the ase onta	and for s GPA due act the Re	tudents w e to the ap egistrar's (ho have not receive oplication of the Gra Office if you have an	d their degrees de Forgivenes ny questions."	s. s Policy	
									Reit	In to My Sched		Submit
	Student ID	Last Name	First Name	Official Grade	Grade Change Request Status	Grading Scheme	Grading Basis	Change Grade To	Reason Code	Date Work Completed /Date Last Attended	Add Comments	Reset
1	Student ID	Last Name	First Name	Official Grade C	Grade Change Request Status	Grading Scheme UG	Grading Basis GRD	Change Grade To A 🗸	Reason Code	Date Work Completed /Date Last Attended	Add Comments Add Comments	Reset Reset
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1 2 3	Student ID	Last Name	First Name	Official Grade C A A-	Grade Change Request Status	Grading Scheme UG UG UG	Grading Basis GRD GRD GRD	Change Grade To A V C V	Reason Code	Date Work Completed /Date Last Attended	Add Comments Add Comments Add Comments Add Comments	Reset Reset Reset Reset Reset
1 2 3	Student ID	Last Name	First Name	Official Grade C A A- B	Grade Change Request Status	Grading Scheme UG UG UG UG	Grading Basis GRD GRD GRD GRD GRD	Change Grade To A V C V	Reason Code Calculation Error V Entry Error V	Date Work Completed /Date Last Attended	Add Comments Add Comments Add Comments Add Comments Add Comments	Reset Reset Reset Reset Reset

Figure 6 – Change Request Confirmation Message

	Retu	rn to My Sche	dule		Submit	
e To	Reason Code	Date Work Completed /Date Last Attended	Add Comm	ents	Reset	
	Calculation Error		Add Co	Mess	age	
	Entry Error		Add Co			
v	~)	Add Co	Online	Grade Chan	ge - Submit (31900,300
v	~)	Add Co	Questo	01	
	Grade Appeal	04/15/2020	Add Co	Grade	Change requ	est submitted.
~	~	1	Add Co	C	Ж	
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-	· ·	1	Add Co	mmenta	Recet	
-	· · ·	1	Add Co	mments	Reset	

Reviewing Submitted Changes

The View Grade Change Request button, at the bottom of the My Schedule page, is used to view the status of grade change requests.





7. Once the grade change request has received the final approval the change will be made in the student's record immediately and notification emails will be sent to both the student and the requesting faculty member.

Approving Grade Change Requests - Department Chairs and Associate Deans

When a faculty member submits a grade change request it will automatically be routed to the appropriate approver and the approver will receive a notification email. The following steps detail how to review and approve or deny grade change requests.

Accessing the Grade Change Review Screen

- 1. Go to: http://www.csun.edu
- 2. Select CSUN PORTAL from the MyCSUN drop-down list.
- 3. Enter your username and password.
- 4. Select the Login button.

Figure 1 – CSUN Portal Login

CSUN Portal	CALIFORNIA	address and temporary password that you received from the Univer		
Gmail	TE UNIVERSITY (ORTHRIDGE	For increased security, your connection will expire after 27 minutes of		
Microsoft Office 365		macuvity.		
Canvas				
Box				
Zoom	Contraction of the local division of the loc	Password		

5. From the Student Admin drop-down menu, select SOLAR Student.

Figure 2 – SOLAR Student





6. Select **CSUN SA**, then select **Use** under the **Colleges and Departments** menu.

Figure 4 – CSUN SA Link

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Menu	
Search:	
	\otimes
Mv Favorites	
CSUN SA	
CSUN SA Self Service	
CSU SA Baseline	



7. Select Grade Change Request.

Figure 6 – Grade Change Request Link

	ACLE	
CSUN	SA	
P	030	
E	Grade Change Request	

Reviewing Submitted Changes

- 8. The Grade Change Request List displays.
- 9. Click the Review button to work with a particular request.

Figure 6 – Grade Change Request List

Grade Change Request List											
Filter b	ру Ар	proval Status	P - Pending		$\overline{}$	Filter by	Term		~		
Grad	le Ch	1ange Request b	y Class					Perso	nalize Find		1-4 of 4 🚺 Las
Grd Chg Req	H J J J D	Instructor	Term	Class Nbr	Subject	Catalog	Approval Status	Date Submitted	Student ID	Student Name	Review
1 1			2203	14357		102	Pending	06/15/2020			Review
2 2			2203	14357		102	Pending	06/15/2020			Review
3 3			2203	14357		102	Pending	06/15/2020			Review
4 4			2203	14357		102	Pending	06/15/2020			Review

Note: The list can be filtered by Approval Status and Term.





Figure 5 – Colleges and Departments Menu

8. Enter any comments desired and click the **Approve** or **Deny** button.

Figure 7 – Grade Change Review

structor ID	Nam							
erm	2203 Spring Semester	2020						
ass Nbr	14357							
rade Chg Req ID	1					Return to Pr	revious Page	Review Next
Grade Change I tudent ID Stu	Request udent Name	Official Grade	Grade Change to	Grade Chg Reason	Grad Chg. Req. Status	Request Submitted Date/Time	Instructor Comment	Approve De
Grade Change I tudent ID Stu	Roquest udent Name	Official Grade A	Grade Change to B	Grade Chg Reason CALC	Grad Chg. Req. Status Pending	Request Submitted Date/Time 06/15/2020 3:23PM	Instructor Comment Added up the quiz scores incorrectly.	Approve De Approve De
Approval S	Request udent Name (tatus _GRADE_CHG_REC occess	Official Grade A ID=1:Pe	Grade Change to B	Grade Chg Reason CALC	Grad Chg. Req. Status Pending	Request Submitted Date/Time 06/15/2020 3:23PM Approver Comments	Instructor Comment Added up the quiz scores incorrectly.	Approve De Approve De

Note: Comments are required for any denials.

9. Once an action has been taken on the request the Approval Status updates. Select the Review Next button to move to the next request on your list.

Figure 8 – Grade Change Review

nstructor ID	Name	2							
ferm	2203 Spring Semester	2020							
lass Nbr	14357								
Grade Cho Reo II) 1					Return to Pr	evious Page	Review Next	
0	Descent								
Grade Change	Request		Grade	Grade					
Student ID St	udent Name	Official Grade	Change	Chg Reason	Grad Chg. Req. Status	Request Submitted Date/Time	Instructor Comment	Approve	Deny
		A	В	CALC	Approved	06/15/2020 3:23PM	Added up the quiz scores incorrectly.	Approve	Deny
						· Charles and Charles and Charles			
Approval S	Status					Approver Comments			
Approval S	Status R_GRADE_CHG_REQ	ID=1:Ap	proved			Approver Comments Use a calculator next ti	me!		
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Approval S NF Approval Pr Approve	Status R_GRADE_CHG_REQ rocess ed	ID=1:Ap	proved			Approver Comments Use a calculator next ti	me!		

Notes:

- Once the final approval for a request has been made the change is made immediately on the student's record and email notices are sent to both the student and requesting faculty member.
- If a request is denied an email is sent only to the requesting faculty member.

NEED HELP?

Contact the IT Help Center by phone (818-677-1400), online at (<u>http://techsupport.csun.edu</u>) or in person in (Oviatt Library, First Floor, Learning Commons).

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