

Request Grade Changes



Job Aid

For

Roster Contacts and Instructors



Overview

You can request a grade change once a grade roster has been completed (grades have been submitted and transferred to the students' records). Instructors can request grade changes for classes they have taught back to 2006. Roster contacts can request grade changes for the classes of the faculty that they support. Roster contacts can also request grade changes for classes prior to 2006. See the "Roster Contact" section for more details.

This document will show you how to access and request grade changes as an instructor and as a roster contact.

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Request a grade change as an Instructor

As an instructor, you can request a grade change by accessing a grade roster that has been completed. To do this, start at My ASU. (<https://my.asu.edu>)

Go to the semester of the desired class, click on the folder icon and then on the grade roster link.

The screenshot shows the 'My Classes' section of the My ASU interface. A red arrow points to the 'Spring '12' semester tab. Another red arrow points to a folder icon in the class list. A third red arrow points to the 'Grade Roster (All grades posted)' option in the 'Class Tools' dropdown menu. The class list includes:

Course ID	Section ID	Course Name	Actions
MUP 340	13546	Instrumental Conducting	Help, Add, Bb, Folder
MUP 340	13545	Instrumental Conducting	Help, Add, Bb, Folder
MUP 494	18781	Special Topics: Instrumental Ensembles	Help, Add, Bb, Folder
MUP 598	18789	Special Topics: Instrumental Ensembles	Help, Add, Bb, Folder
MUS 340	20017	Topic: Classical Music in America	Help, Add, Bb, Folder
MUS 340	26519	Topic: Classical Music in America	Help, Add, Bb, Folder

Click on the **Request Grade Change** link.

The screenshot shows the 'Grade Roster Action' section of the My ASU interface. A red arrow points to the 'Request Grade Change' link. The section includes:

- Display Options:**
 - *Grade Roster Type: (Invalid Value)
 - Display Unassigned Roster Grade Only
 - Sort Option: Name
- Grade Roster Action:**
 - *Approval Status: Not Reviewed
 - save Input
 - [Request Grade Change](#)
 - [Import Grades From File](#)



Select the new grade for the selected student (or students) and type in a reason. Click **Submit** when done.

Grade Change Request

Grade Roster Information

Course	JUS 302	Academic Institution	Arizona State University
Title	Statistical AnalysisJusStd	Term	2012 Spring
Class Number	25626	Session	Session C
Class Section	1008	Career	Undergraduate
Component	Lecture	Instructors	A [redacted]

Grade Change Not Allowed Online	Grd Chg Status	Empl ID	Name	Enrollment Status	Official Grade	Change Grade To	Grade Change/Approval/Denial Reason
		100 [redacted]	B [redacted]	Enrolled	E	[dropdown]	
		120 [redacted]	B [redacted]	Enrolled	E	A	
		120 [redacted]	C [redacted]	Enrolled	A	A+	
		120 [redacted]	D [redacted]	Enrolled	A	A-	
		120 [redacted]	D [redacted]	Enrolled	A+	B	
		120 [redacted]	Er [redacted]	Enrolled	X	B+	
		120 [redacted]	Ev [redacted]	Enrolled	B	B-	
		120 [redacted]	G [redacted]	Enrolled	A-	C	
		120 [redacted]	H [redacted]	Enrolled	C	C+	
		120 [redacted]	M [redacted]	Enrolled	C+	D	
		120 [redacted]	O [redacted]	Enrolled	C+	E	
						EN	
						I	
						Y	

CANCEL SUBMIT

Once grade changes are requested, they go to the Level 1 Approver for the Academic Org associated with the class (generally the Department office). If approved, the grade change then moves to a Level 2 Approver (generally the College office). If approved by Level 2, the grade change is posted to the student's record and the student receives an email telling them to check their records.

At Level 1 or Level 2 the grade change may be denied, at which time email notifications are sent back to the requestor and/or the Level 1 approver. Denied grade changes may be re-requested.

Multiple grade changes may be submitted for a single student, but each one must be processed completely before the next may be requested.

The grade change Request page may be viewed at any time to see the currently status of a grade change.



Request a Grade Change as a Roster Contact

There are two ways to access the grade change page as a Roster Contact.

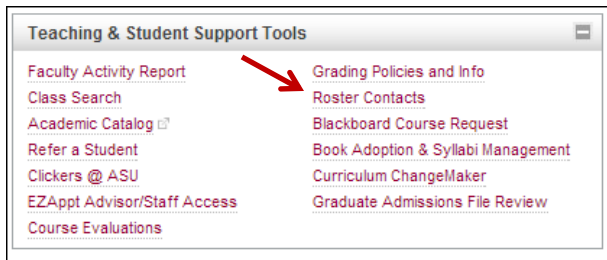
Method 1: Grade Roster

As a Roster Contact, you can access previous grade rosters for the instructors you support. Follow these steps:

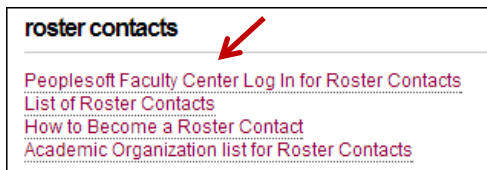
Login to PeopleSoft (<https://cs.oasis.asu.edu>) and follow this navigation: ASU Customization > ASU Student Records > Roster Contact > Faculty Center.

Or

Click on the **Roster Contacts** link in My ASU.



Then on the **PeopleSoft Faculty Center Log in For Roster Contacts** link.



Either way will lead you to a search box. Fill in the information about the instructor or the class you are looking for and click **Search**. Note: "ID", "Last Name", "First Name" refer to the instructor that you support.

A screenshot of a search interface. At the top, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there is a text input field for 'Limit the number of results to (up to 300):' with the value '300'. Below that is a 'Use Saved Search:' dropdown menu. The main search area contains several fields: 'ID:' with a 'begins with' dropdown and a search input; 'Term:' with a 'begins with' dropdown and a search input containing '2121'; 'Last Name:' with a 'begins with' dropdown and a search input; 'First Name:' with a 'begins with' dropdown and a search input; 'Academic Institution:' with a 'begins with' dropdown and a search input containing 'asu'; 'Academic Career:' with an '=' dropdown and a dropdown menu containing 'Undergraduate'; 'Subject Area:' with a 'begins with' dropdown and a search input; 'Catalog Nbr:' with a 'begins with' dropdown and a search input; 'Class Nbr:' with an '=' dropdown and a search input; and 'Campus:' with a 'begins with' dropdown and a search input. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', 'Save Search Criteria', and 'Delete Saved Search'. A red arrow points to the 'Search' button.



A list of the courses that match your search criteria (and that you are allowed to view) will display. Click on the row for the desired class.

ID	Name	Academic Institution	Academic Career	Term	Subject Area	Catalog Nbr	Class Nbr	Campus	Description	Course ID
100	A	ASU00	Undergrad	2121	JUS	302	25626	TEMPE	Statistical Analysis.JusStd	106721
100	M	ASU00	Undergrad	2121	AFH	354	16606	TEMPE	African Amer Lit/Harlem/Presen	102276
100	M	ASU00	Undergrad	2121	AFH	354	16604	TEMPE	African Amer Lit/Harlem/Presen	102276
100	H	ASU00	Undergrad	2121	JUS	222	25625	TEMPE	Drugs and Justice	121534
100	H	ASU00	Undergrad	2121	JUS	214	24474	TEMPE	Justice Institutions	121557
100	H	ASU00	Undergrad	2121	JUS	214	16314	TEMPE	Justice Institutions	121557
100	H	ASU00	Undergrad	2121	JUS	382	27145	TEMPE	Justice and Pop Culture	121576
100	H	ASU00	Undergrad	2121	JUS	385	25659	TEMPE	Justice and Everyday Life	106736
100	H	ASU00	Undergrad	2121	JUS	385	25661	TEMPE	Justice and Everyday Life	106736
100	H	ASU00	Undergrad	2121	JUS	492	10755	TEMPE	Honors Directed Study	106758
100	H	ASU00	Undergrad	2121	JUS	493	10756	TEMPE	Honors Thesis	106759

You will see a new list of classes. Click on the **Grade Roster Icon** for the desired class.

My Teaching Schedule > 2012 Spring > Arizona State University							
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
	JUS 214-1001 (16314)	Justice Institutions (Lecture)	57	TBA	Internet	Jan 5, 2012- Feb 24, 2012	
	JUS 214-1002 (24474)	Justice Institutions 6 (Lecture)	6	TBA	Internet	Jan 5, 2012- Feb 24, 2012	
	JUS 222-1001 (25625)	Drugs and Justice (Lecture)	200	MoWe 2:00PM - 3:15PM	Life Sciences A 191 (Tempe)	Jan 5, 2012- Apr 24, 2012	
	JUS 382-1001 (27145)	Justice and Pop Culture (Lecture)	29	We 4:40PM - 7:30PM	Lattie Coor Hall 199 (Tempe)	Jan 5, 2012- Apr 24, 2012	
	JUS 385-1003 (25659)	Justice and Everyday Life (Lecture)	130	TBA	Internet	Feb 29, 2012- Apr 24, 2012	
	JUS 385-1004 (25661)	Justice and Everyday Life (Lecture)	36	TBA	Internet	Feb 29, 2012- Apr 24, 2012	
	JUS 492-1001 (10755)	Honors Directed Study (Lecture)	1	TBA	TBA	Jan 5, 2012- Apr 24, 2012	
	JUS 493-1001 (10756)	Honors Thesis (Lecture)	5	TBA	TBA	Jan 5, 2012- Apr 24, 2012	

The Grade Roster will open. Click on the **Request Grade Change** link.

Display Options: *Grade Roster Type (Invalid Value) [v] <input type="checkbox"/> Display Unassigned Roster Grade Only Sort Option Name [v]	Grade Roster Action: *Approval Status Not Reviewed [v] <input type="button" value="save"/> Input Request Grade Change Import Grades From File
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Select the new grade for the selected student (or students) and type in a reason. Click **Submit** when done.

Grade Change Request

Grade Roster Information

Course	JUS 302	Academic Institution	Arizona State University
Title	Statistical AnalysisJusStd	Term	2012 Spring
Class Number	25626	Session	Session C
Class Section	1008	Career	Undergraduate
Component	Lecture	Instructors	A [redacted]

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		100 [redacted]	B [redacted]	Enrolled	E	[dropdown]	
		120 [redacted]	B [redacted]	Enrolled	E	A	
		120 [redacted]	C [redacted]	Enrolled	A	A+	
		120 [redacted]	D [redacted]	Enrolled	A	A-	
		120 [redacted]	D [redacted]	Enrolled	A+	B	
		120 [redacted]	Er [redacted]	Enrolled	X	B+	
		120 [redacted]	Ev [redacted]	Enrolled	B	B-	
		120 [redacted]	G [redacted]	Enrolled	A-	C	
		120 [redacted]	H [redacted]	Enrolled	C	C+	
		120 [redacted]	M [redacted]	Enrolled	C+	D	
		120 [redacted]	O [redacted]	Enrolled	C+	E	
						EN	
						I	
						Y	

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Once grade changes are requested, they go to the Level 1 Approver for the Academic Org associated with the class (generally the Department office). If approved, the grade change then moves to a Level 2 Approver (generally the College office). If approved by Level 2, the grade change is posted to the student's record and the student receives an email telling them to check their records.

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Multiple grade changes may be submitted for a single student, but each one must be processed completely before the next may be requested.

The grade change Request page may be viewed at any time to see the currently status of a grade change.



Method 2: Grade Change Page

Login to PeopleSoft (<https://cs.oasis.asu.edu>) and follow this navigation:

ASU Customization > ASU Student Records > Roster Contact > Grade Change.

A search screen will appear.

Note that this search screen does not include the Instructor's ID or Name fields.

Fill in the data that you know and click **search**

Grade Change

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Academic Institution: begins with

Academic Career: = ▼

Term: begins with

Subject Area: begins with

Catalog Nbr: begins with

Class Nbr: = ▼

Grade Roster: = ▼

Campus: begins with

Description: begins with

Case Sensitive

[Basic Search](#)

Note that this is the ONLY way to request grade changes prior to 2006. Classes taught before 2006 were combined into common sections, with the instructors removed. (For example, all of the Psychology 301 classes were combined into one section)

Only Roster contacts can request grade changes to these classes and you must use this second method to find the course.

A list of classes that match your search will display. Click on the row that represents your desired class.

Search Results											
First 1-100 of 149 Last											
Academic Institution	Academic Career	Term	Subject Area	Catalog Nbr	Class Nbr	Campus	Description	Course ID	Grade Roster Nbr	Type Sequence	Grade Roster
ASU00	Undergrad	2121	AFH	305	16407	TEMPE	Global History: Slave Trade	102268	1		Final
ASU00	Undergrad	2121	AFH	353	17744	TEMPE	African Amer Lit:Harlem Renais	102275	1		Final
ASU00	Undergrad	2121	AFH	354	16604	TEMPE	African Amer Lit:Harlem/Presen	102276	1		Final
ASU00	Undergrad	2121	AFH	354	16606	TEMPE	African Amer Lit:Harlem/Presen	102276	1		Final
ASU00	Undergrad	2121	AFR	210	15102	TEMPE	Intro African American Studies	102288	1		Final
ASU00	Undergrad	2121	AFR	210	15103	TEMPE	Intro African American Studies	102288	1		Final
ASU00	Undergrad	2121	AFR	335	25114	TEMPE	Hstrol Stds in Race, Crime&Law	122332	1		Final



Select the new grade for the selected student (or students) and type in a reason. Click **Submit** when done.

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▼ Grade Roster Information

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		120 [REDACTED]	B [REDACTED]	Enrolled	E	[Dropdown]	
		120 [REDACTED]	C [REDACTED]	Enrolled	A	[Dropdown]	
		120 [REDACTED]	D [REDACTED]	Enrolled	A	[Dropdown]	
		120 [REDACTED]	D [REDACTED]	Enrolled	A+	[Dropdown]	
		120 [REDACTED]	Er [REDACTED]	Enrolled	X	[Dropdown]	
		120 [REDACTED]	Ev [REDACTED]	Enrolled	B	[Dropdown]	
		120 [REDACTED]	G [REDACTED]	Enrolled	A-	[Dropdown]	
		120 [REDACTED]	H [REDACTED]	Enrolled	C	[Dropdown]	
		120 [REDACTED]	M [REDACTED]	Enrolled	C+	[Dropdown]	
		120 [REDACTED]	O [REDACTED]	Enrolled	C+	[Dropdown]	

[CANCEL] [SUBMIT]

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