Office of the Registrar – Bloomington eGrade Change Instructor Initiated

Indiana University has developed an electronic grade change (eGrade Change) process to allow instructors to submit grade changes online. Here's how:

Using eGrade Change

1. Log in to One.IU (<u>https://one.iu.edu</u>) Search for *grade change* in the search bar.



- 2. Click the heart icon to set as a Favorite for easy access in the future.
- 3. Select the term for the grade you would like to change.

Instruct	tor: Instructor, J	ohn n for your r
items fi	ound, displaying Term	all items.1 Institution
C	Summer 2007	Southeast
C	Spring 2007	Southeast
C	Fall 2006	Southeast
C	Summer 2006	Southeast
C	Spring 2006	Southeast
C	Fall 2005	Southeast

- 4. Click continue
- 5. Select the class for which the grade needs to be changed.

Instruc	tor: Instructor John						
Institut	tion: Southeast						
Term:	Summer 2007						
DOCTO			cumer un				
ROSTER	S) NOT AVAILABLE FO	R GRADE	CHANGE UN	TIL ROSTE	R STATUS IS A	PROVED AND POS	TED
ROSTER	(S) NOT AVAILABLE FO	R GRADE	CHANGE UN	TIL ROSTE	R STATUS IS A	PROVED AND POS	TED
ROSTER	(S) NOT AVAILABLE FO	R GRADE	CHANGE UN	TIL ROSTE	R STATUS IS A	PPROVED AND POS	TED
ROSTER Please Select	(S) NOT AVAILABLE FO select Class for your re Course Title	R GRADE equest. Subject	CHANGE UN	TIL ROSTE	R STATUS IS AI	PPROVED AND POS	TED Roster Status
ROSTER Please Select	(S) NOT AVAILABLE FO select Class for your re Course Title CREATIVE WRITING	R GRADE equest. Subject ENG-W	CHANGE UN Catalog Nbr 203	Class Nbr	R STATUS IS A Career Undergraduate	Session Summer Session 1	Roster Status

* Note: Only rosters in approved and posted status are available to change.

6. Click continue

7. A list of students and their grades will display. Select the student.

Please select	the Student for your request.	
10 items found	displaying all items 1	

Select?	Name	ID	Units	Grade	Grading Basis	Grading
C	Doe,David Edward	0000011111	3	A	GR1	Graded
0	Doe,Erik Edward	0000022222	3	A	GR1	Graded
C	Doe,Grace Kathryn	0000033333	3	F	GR1	Graded
C	Doe,Hannah Lee	0000044444	3	A-	GR1	Graded
C	Doe, Jacob Matthew	0000055555	3	F	GR1	Graded
C	Doe, John Frank	0000077777	3	в	GR1	Graded
0	Doe,Katelyn Maureen	0000088888	3	A-	GR1	Graded
C	Doe,Kyle James	0000099999	3	A-	GR1	Graded
C	Doe,Luke Robert	0000010101	3	A	GR1	Graded
C	Doe,Megan Lynn	0000011112	3	B+	GR1	Graded

- 8. Click continue
- 9. Select the new grade from the drop down box.
- 10. Select the reason for the change from the drop down box and enter additional information in the rationale box.

	ID	Units	Grading Basis	Current Grade
	0000088	4	GR1	A-
reason of <i>Miscald</i>	ulation of Grade	ed and	viewable by st	udent & approv
sve reviewed the o	grade change	request	and wish to pr	roceed.

Note: If a grade of FN is selected you must enter the date of last attendance.

- 11. Click the "submit for approval" button to finalize the request. The request will be routed via workflow for necessary approvals.
- 12. Once the request is submitted, a confirmation page will display with your changes and the document ID. Use it to track the progress of the grade change in workflow.
- 13. Once the request is approved and applied to the student's record an email is sent to the instructor of record and the student.