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Introduction

This mod allows faculty members to make changes to submitted grades through PeopleSoft, essentially replacing the original paper form.

This guide will cover all pages within PeopleSoft involving the AWE and Grade Change process, as well as additional info and help on the workflow/approval process and related forms (incomplete Grade Agreement).

Navigating to PeopleSoft

The Online Change of Grade mod is accessed through PeopleSoft. Below are the steps to take to navigate into the PeopleSoft interface via the myStanState dashboard.

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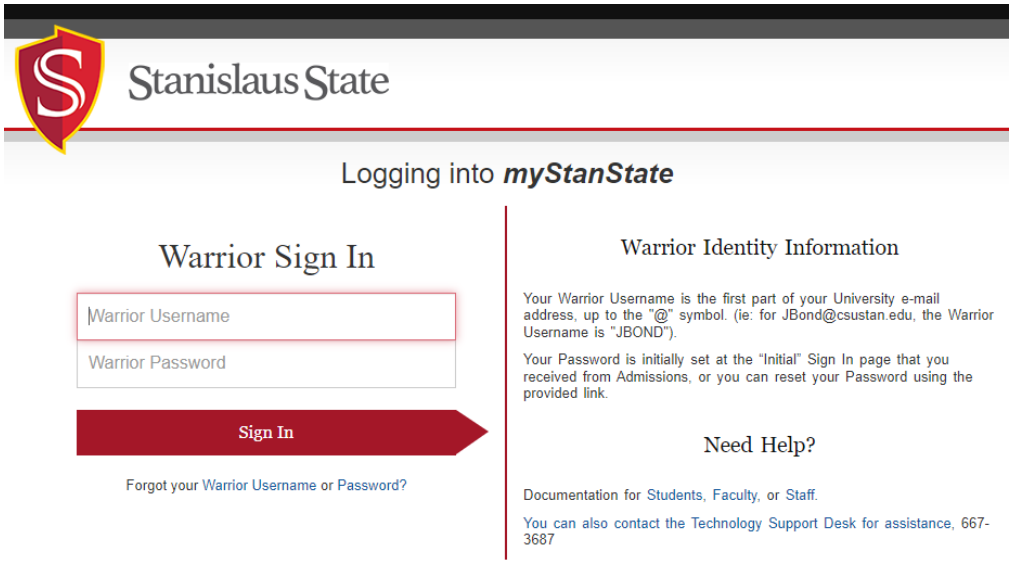
<tr>
<td> 
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- Navigate to my.csustan.edu using your preferred internet browser
- Log in using your **Stanislaus State credentials**
    - You will be prompted to log in using Multi-Factor Authentication (MFA)—for more information or troubleshooting issues involving MFA, please contact OIT

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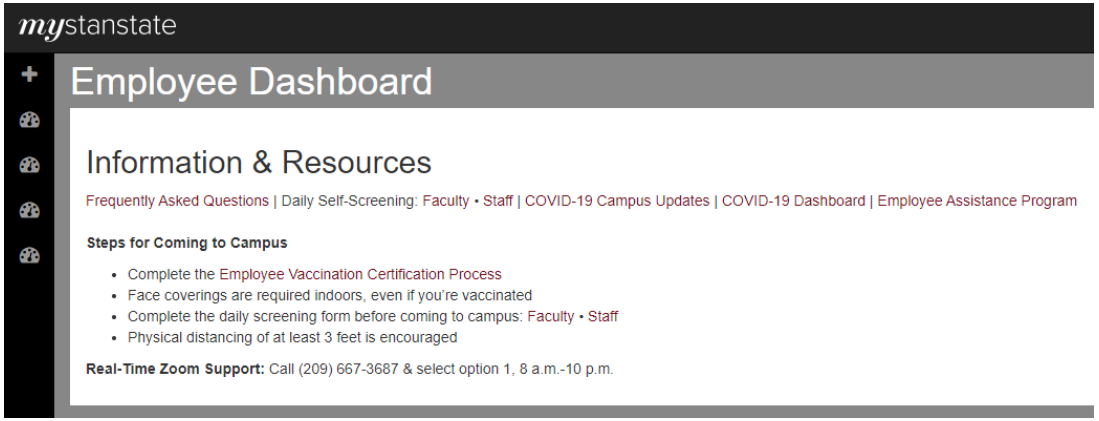
<td> 
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- Upon logging in, you should see your **Employee Dashboard**

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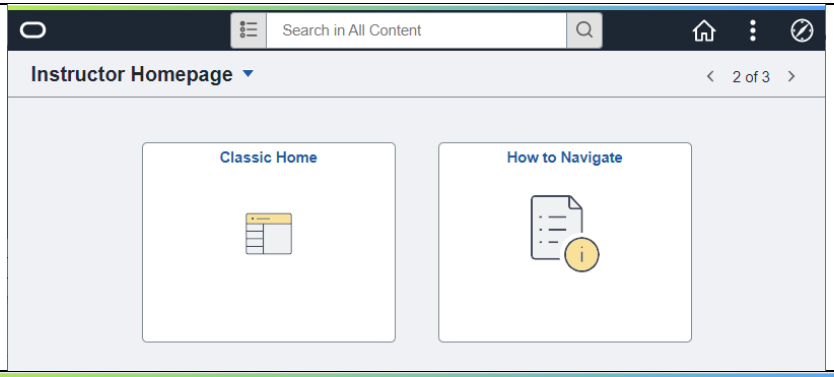
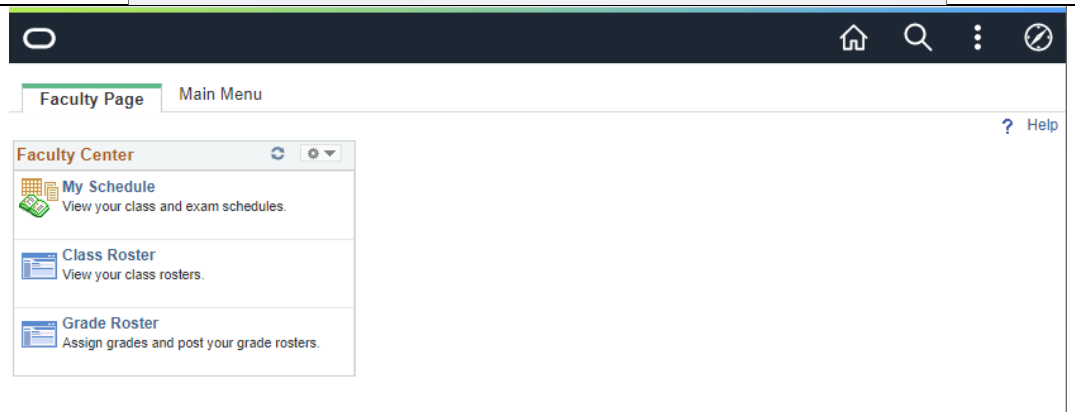
</table>

- Scroll down and locate the box within your **Employee Dashboard** with the header labeled **PeopleSoft**
- Within the **PeopleSoft** box will be a header labeled **PeopleSoft Single Signon**
- Click the link labeled **MyStanState Student Center** to navigate into **Peoplesoft**
    - The **PeopleSoft** link will open up in a new tab or window. If you have a pop-up blocker, you will need to disable it in order to allow the window to open
    - You may be prompted again to login with your Stan State credentials

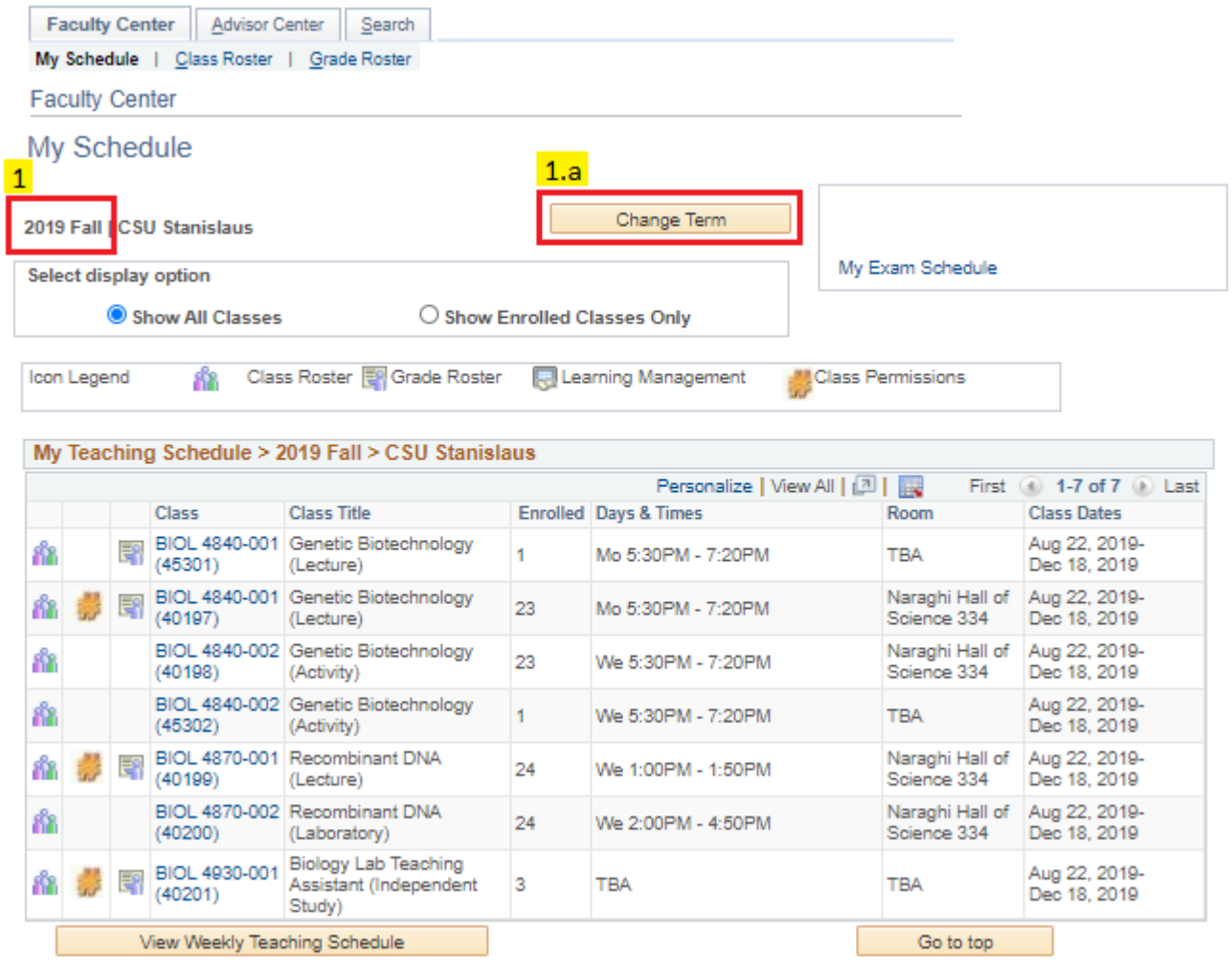


- You will land on your **Instructor Homepage**
- Click the tile on the left labeled **Classic Home** to enter **PeopleSoft**
    - For more information on navigating the Homepage and Nav Bar, please refer to the [Fluid Nav Campus Guide]



- From within **PeopleSoft**, you can view your **Faculty Center,** from which you can access your class schedule, class roster, and grade roster
- To navigate to the **Grade Change Mod**, click on the link labeled **My Schedule**
    - Your schedule can also be accessed using the following file path within PeopleSoft:
    - **Main Menu > Self Service > Faculty Center > Grade Roster > My Schedule**

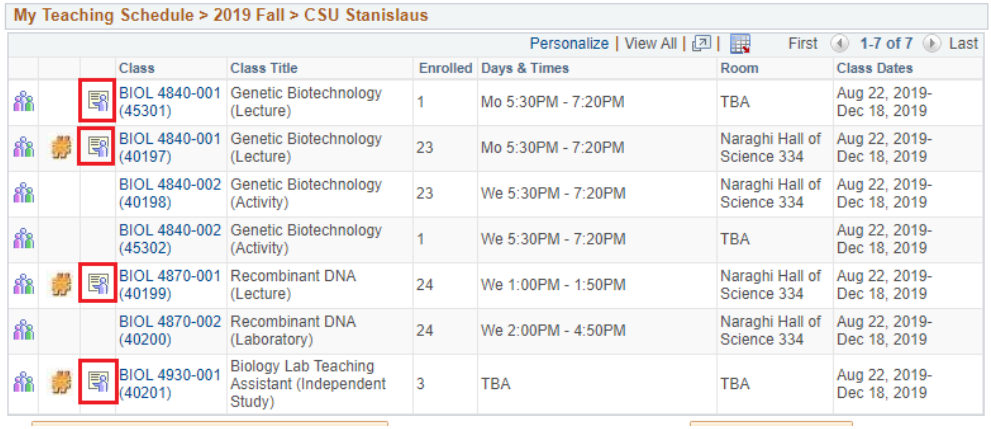
Accessing the AWE/Grade Change Option



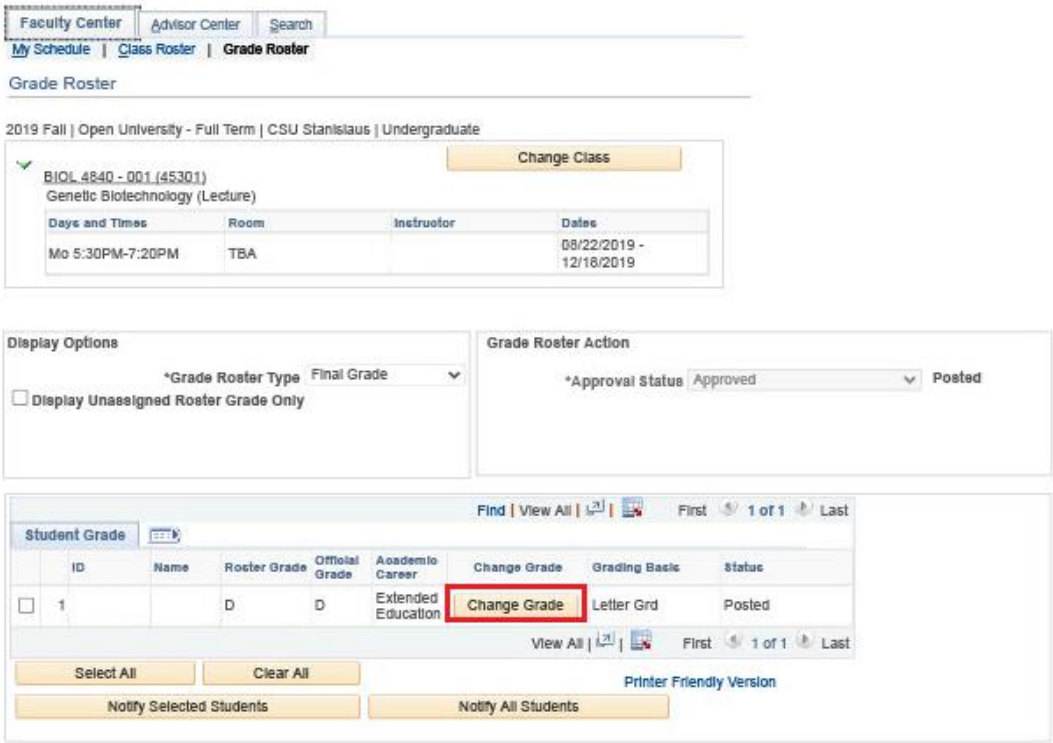
- The **Grade Change Option** can be found in the **Grade Roster** section of the **Faculty Center** in PeopleSoft
- To reach the **Grade Roster**, first go to your **Schedule**
  - **Main Menu > Self Service > Faculty Center > Grade Roster > My Schedule**

1. Confirm that you are in the intended term by checking the **Term Year and Semester** near the top of your Schedule within your Faculty Center
   a. If the term shown is not the term in which you wish to make a grade change, you can change the term using the **Change Term** button to the right
      i. Available terms go as far back as **Fall 2013**

- Note: The **Faculty Center** cannot be accessed directly from your myStanState Dashboard
  - To access your **Faculty Center**, use the **PeopleSoft** links within your myStanState Dashboard and follow the file path above

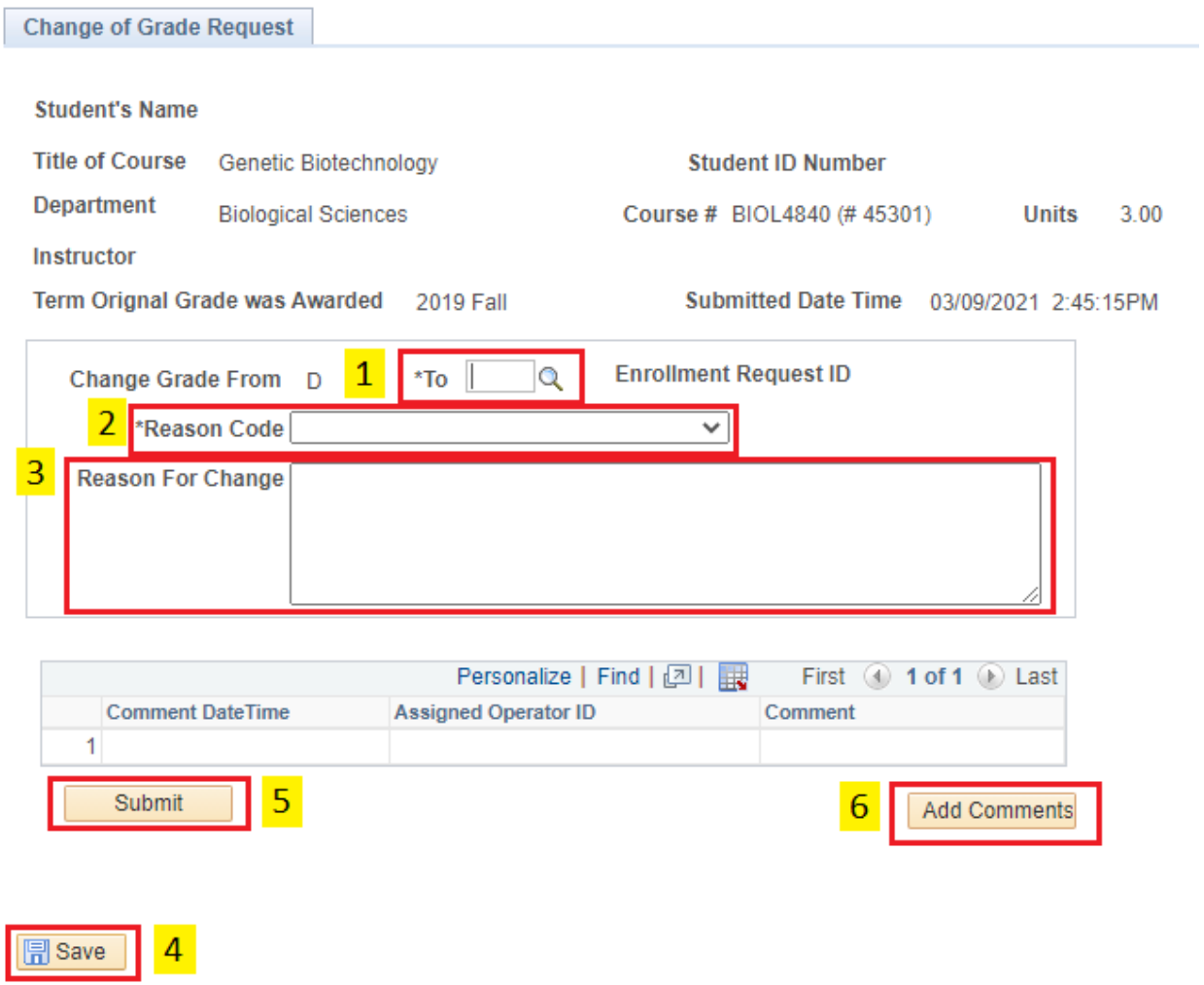


- From your **Schedule**, click the **Grade Roster Icon** next to the class section that the student whose grade you want to change is enrolled in



- The **Change Grade** button appears individually for each student on the roster
  - Clicking the **Change Grade** button will direct you to the **Change of Grade Request** form
  - The **Change of Grade Request form** will open up in a new tab or window. If you have a pop-up blocker, you will need to disable it in order to allow the window to open

Grade Change Request Form Overview

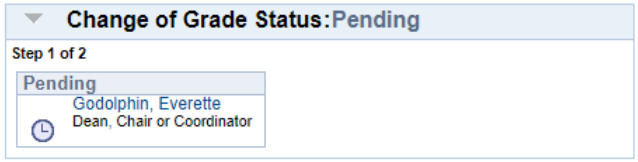


All fields with an asterisk (*) are required

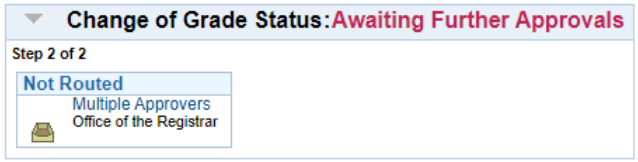
1. In the **To** field, enter the new grade for the student
   a. You can also select from available grades in the lookup using the **Magnifying Glass** button
   b. Valid grades to enter for this field include letter grades and credit/no credit, depending on the grading basis for the section
   c. Incomplete, Incomplete Charged, Report Delayed, Withdrawn, and Unauthorized Withdrawal can also be entered using this form
2. After entering the new grade, select a reason for the change in the **Reason Code** drop-down menu
   a. **Instructor Error** – this reason code is used when a student's grade must be changed due to input error on the Instructor's behalf. In other words, a correction to user error
   b. **Other** – this reason code is for all reasons aside from Instructor Error
3. Enter notes describing the reason for the grade change in the **Reason for Change** field
   a. This field is optional when using the Instructor Error reason code

5.a

Level 1 Approver



Level 2 Approver



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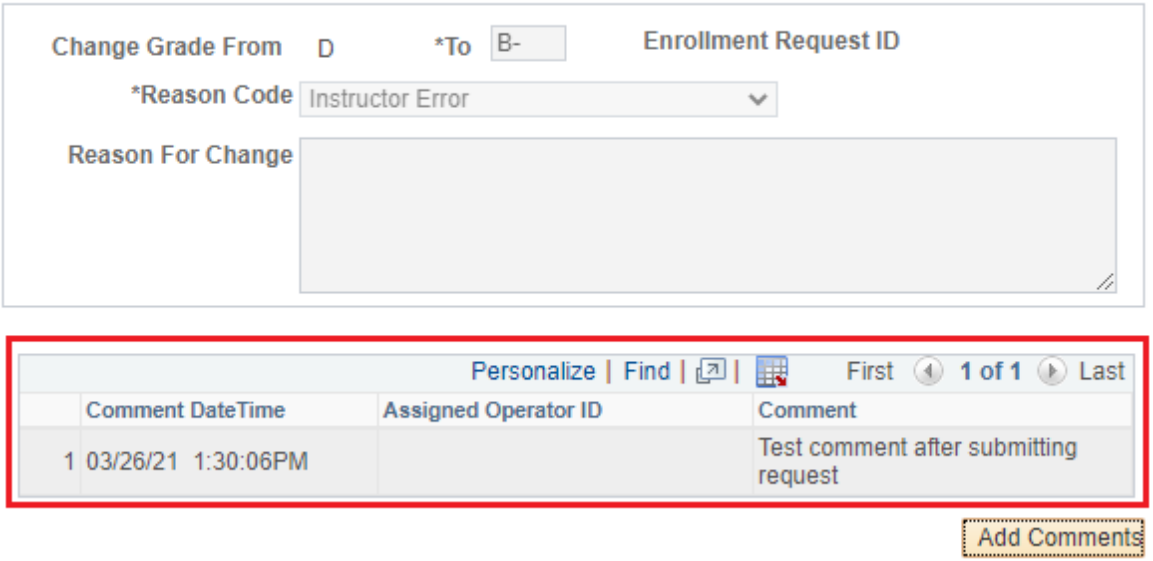


   b. If the reason code is Other, the Reason for Change field is <u>required</u>

4. Click the **Save** button to capture all changes to the form. Saving will not automatically submit the form
   a. Saving requires all required fields to be filled. Once saved, changes will be locked. To edit these changes, you will need to exit the form and then re-enter

5. When all information has been input, click the **Submit** button to finalize the Grade Change and push it through to the approval workflow
   a. The approval workflow will appear below the Grade Change form. This workflow updates in real time as Approvers make updates

6. Additional comments may be added to the request form, separate from the Reason for Change field. These comments can be added in before or after submitting the Grade Change Request
   a. Added comments will appear on the form in a separate table Comments are accompanied by a timestamp and the ID of the user who entered the comment
   b. Once comments have been added to the form, they cannot be edited or deleted

Grade Change Options

Available grade change options depend on the grading basis for the specific course section in which the student is enrolled. See the table below for all valid grade change input options for the grade change request form.

GRADING BASIS	GRADE CHANGE INPUT OPTION	DESCRIPTION	ADDITIONAL REQUIREMENTS
Letter Grade	A	Excellent	
	A-	Excellent	
	B	Good	
	B+	Good	
	B-	Good	
	C	Satisfactory	
	C+	Satisfactory	
	C-	Satisfactory	
	D	Below Average	
	D+	Below Average	
	D-	Below Average	
	F	Fail	
	I	Incomplete	Incomplete Grade Agreement must be completed
Credit/No Credit	CR	Credit	
	I	Incomplete	Incomplete Grade Agreement must be completed
	NC	No Credit	

Request & Approval Path Overview

The workflow steps to complete the Grade Change are as follows:

Instructor Submits Grade Change Form

- Upon submission, a notification email is sent to the next Reviewer in the workflow
- A notification email is sent to the student whose grade is undergoing a change as well
- The Workflow Status for the Level 1 Reviewer udpates to "Pending"

Level 1 Reviewer Receives Grade Change Notification

- Reviewer can access the Grade Change task from the Worklist in PeopleSoft
- Approve/Deny and Comment options will be available
- Upon Approval/Denial submission, the task will move on to the Level 2 Reviewer, and subsequent email notification will be sent out to all involved parties
- The Workflow Status for the Level 1 and Final Reviewer will update accordingly

Final Reviewer (Enrollment Services) Receives Grade Change Notification

- Reviewer can access the Grade Change task from the Worklist in PeopleSoft
- Grade changes are **immediately effective** upon approval from Enrollment Services
- Notification sent to all parties upon approval/denial

Completed Change Requests can be viewed after the grade change has been finalized. If a Grade Change Request is denied at any level, the workflow ends and email notification is sent to the Instructor and Student. Denied requests can be resubmitted.

Reviewer Process

1 From: enserv@csustan.edu <enserv@csustan.edu>
Sent: Thursday, March 11, 2021 2:11 PM
To:
Subject: Change of Grade Request Ready for Review

A Change of Grade has been submitted and is ready for your review:

2 Student Name:
Student ID:
Term: 2202
Course: CJ 3315
Class Number: 20453

3 Please Approve or Deny the request on your worklist in Peoplesoft.

If you have any questions, please contact the Student Records Dept. at (209) 667-3264.

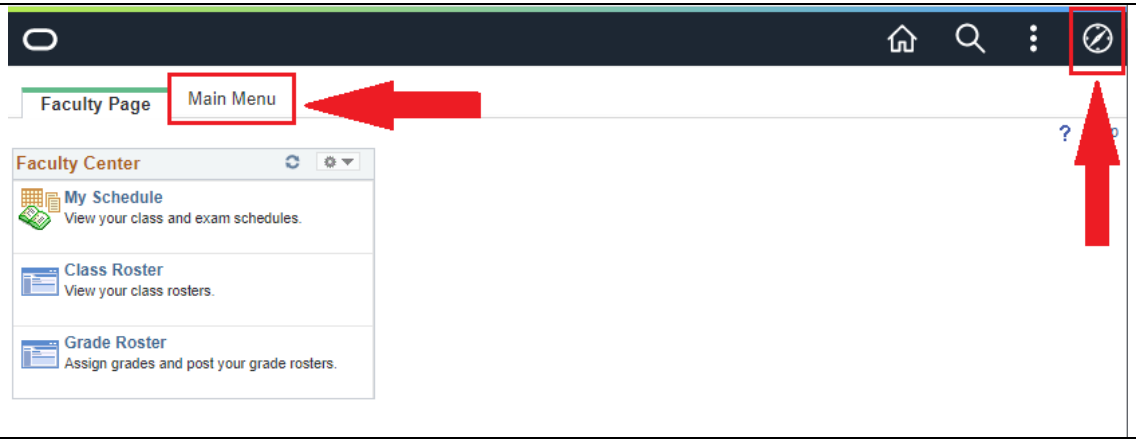
Sincerely,

Enrollment Services

Level 1 Reviewer

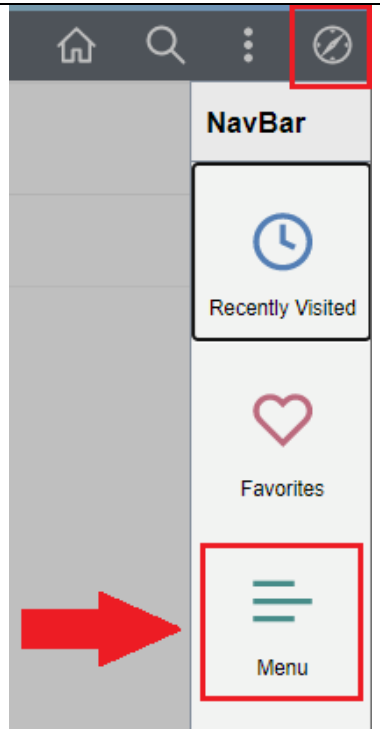
The "Level 1 Reviewer" (e.g. the Department Chair) is the first person to review the Grade Change request following its submission

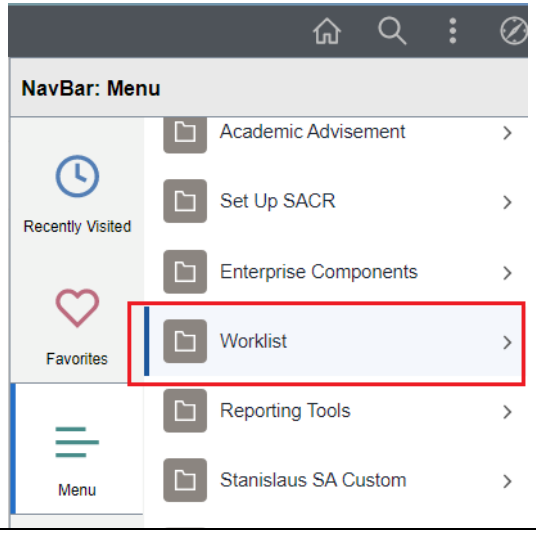
1. The Level 1 Reviewer will receive an email sent from PeopleSoft indicating that the request is ready for review
2. The email contains details outlining which student is undergoing the change of grade, as well as which term and which course section the student is enrolled in for the grade in concern
3. The email indicates that the reviewer must go into their **Worklist** within PeopleSoft in order to input their determination after review

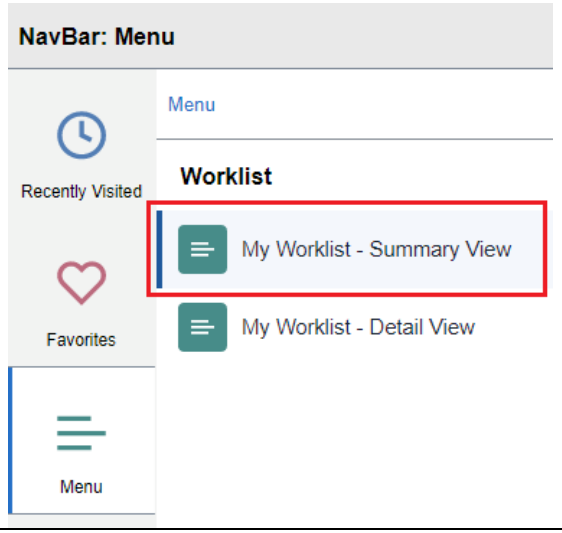


The **Worklist** can be accessed through the **Main Menu tab** or **Nav Bar**

- Note: The **Worklist** cannot be accessed directly from your myStanState Dashboard
    - To access your **Faculty Center**, use the **PeopleSoft** links within your myStanState Dashboard (See the **Navigating to PeopleSoft** section at the beginning of this guide)





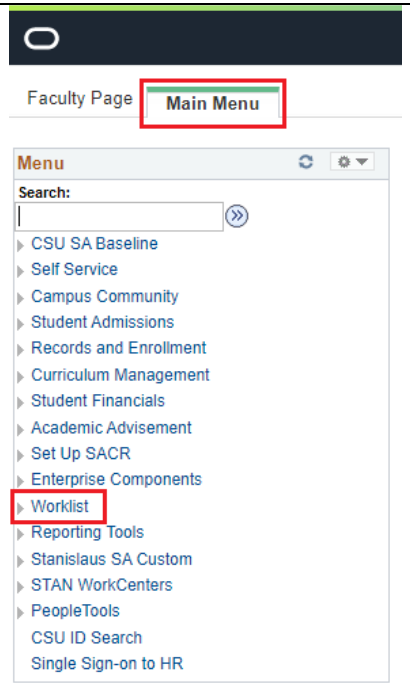


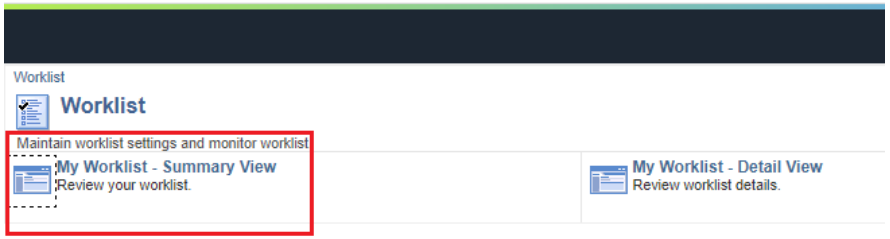
Accessing the **Worklist** from the **Nav Bar**:

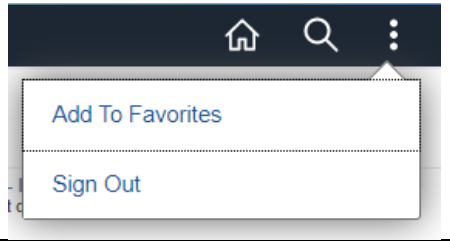
1. Click on the **Compass** icon in the upper right corner of the page to bring up the **Nav Bar**
2. Click the **Menu** button from the available options in the **Nav Bar**
3. Scroll down the available options and click the folder labeled **Worklist**
4. Select the link titled **My Worklist – Summary View** to view all pending tasks

*We recommend adding this page to your **Favorites** using the **Add To Favorites** button in the menu list

- Access the menu by clicking the three vertical dots in the upper-right corner of the page





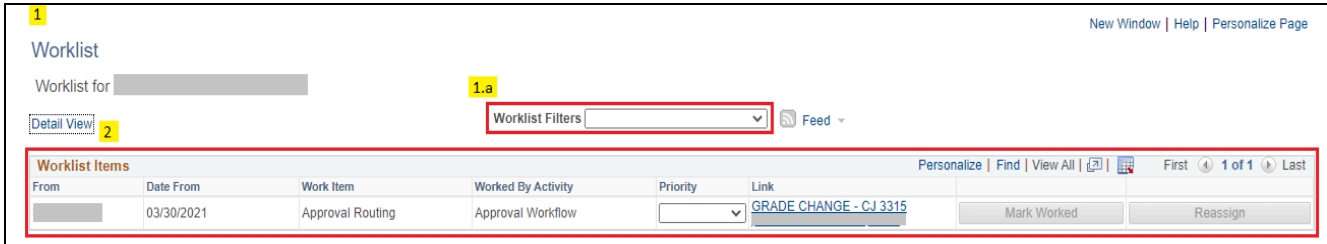


Accessing the **Worklist** from the **Main Menu tab**:

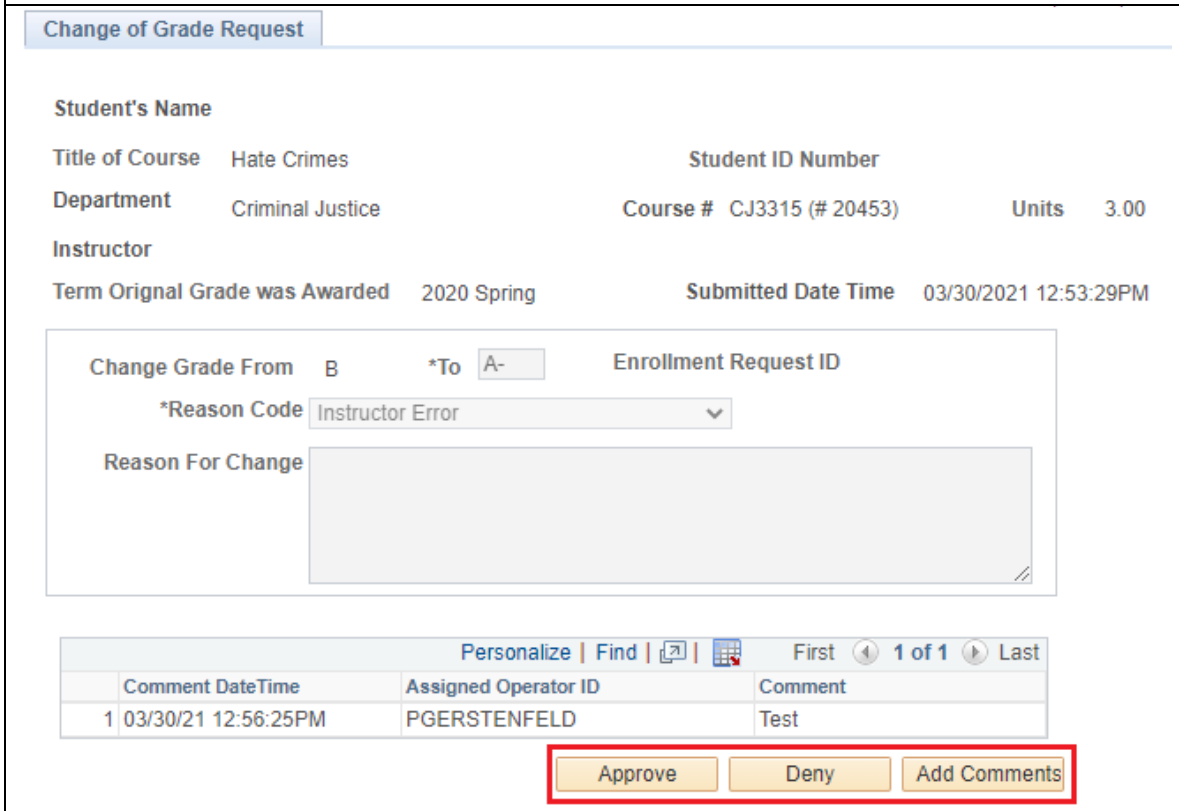
1. Select the **Main Menu tab** from the available tabs at the top of your PeopleSoft home page
2. From the list provided, select **Worklist**
3. On the **Worklist** page, select the link titled **My Worklist – Summary View** to view all pending tasks

*We recommend adding this page to your **Favorites** using the **Add To Favorites** button in the menu list

- Access the menu by clicking the three vertical dots in the upper-right corner of the page



1. The worklist will show all pending tasks assigned to the Level 1 Reviewer
    a. If you have multiple different tasks in your worklist, you can use the **Worklist Filters** to sort pending items
2. Details for pending tasks are shown in the Worklist Items table
    a. A link to the pending Grade Change Request is available. Clicking this link will take you directly to the request detailed in your Worklist Items



The Level 1 Reviewer can view all the details of the Grade Change Request input by the Instructor, but cannot make changes

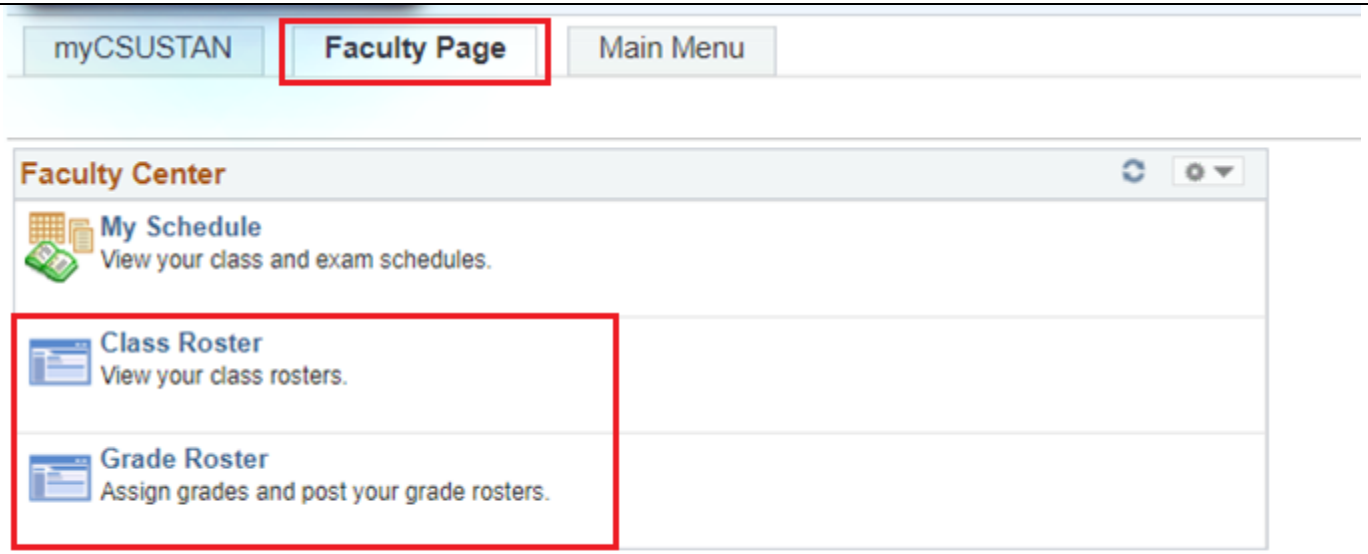
- If the reviewer **approves** the request, the workflow is updated and immediately pushed to the **Final Reviewer**
    - Email notification of the approval is sent to the Instructor and Student, as well as a task notification sent to the Final Reviewer (Enrollment Services)
- If the reviewer **denies** the request, the workflow ends and notification is sent to the Instructor and Student of the denial
    - The Instructor is able to resubmit the Grade Change request after denial
- The reviewer is able to add comments to the request as well

From: enserv@csustan.edu <enserv@csustan.edu> Sent: Thursday, March 11, 2021 2:19 PM To: Subject: Change of Grade Request Processed A Change of Grade has been processed for the following student: Student Name: Student ID: Term: 2202 Course: CJ 3315 Class Number: 20453 If you have any questions, please contact the Student Records Dept. at (209) 667-3264. Sincerely, Enrollment Services	• When the Grade Change Request has received all the appropriate decisions, an email notification similar to the one shown to the left is sent to the Instructor and Student • Grade Changes are effective immediately once Enrollment Services has finalized the process • Completed Grade Change Requests can be viewed on the same page where the request was made. This is the same page you would visit to view the current progress of the workflow

Incomplete Grade Agreement

Incomplete grades require the completion of an Incomplete Grade Agreement.

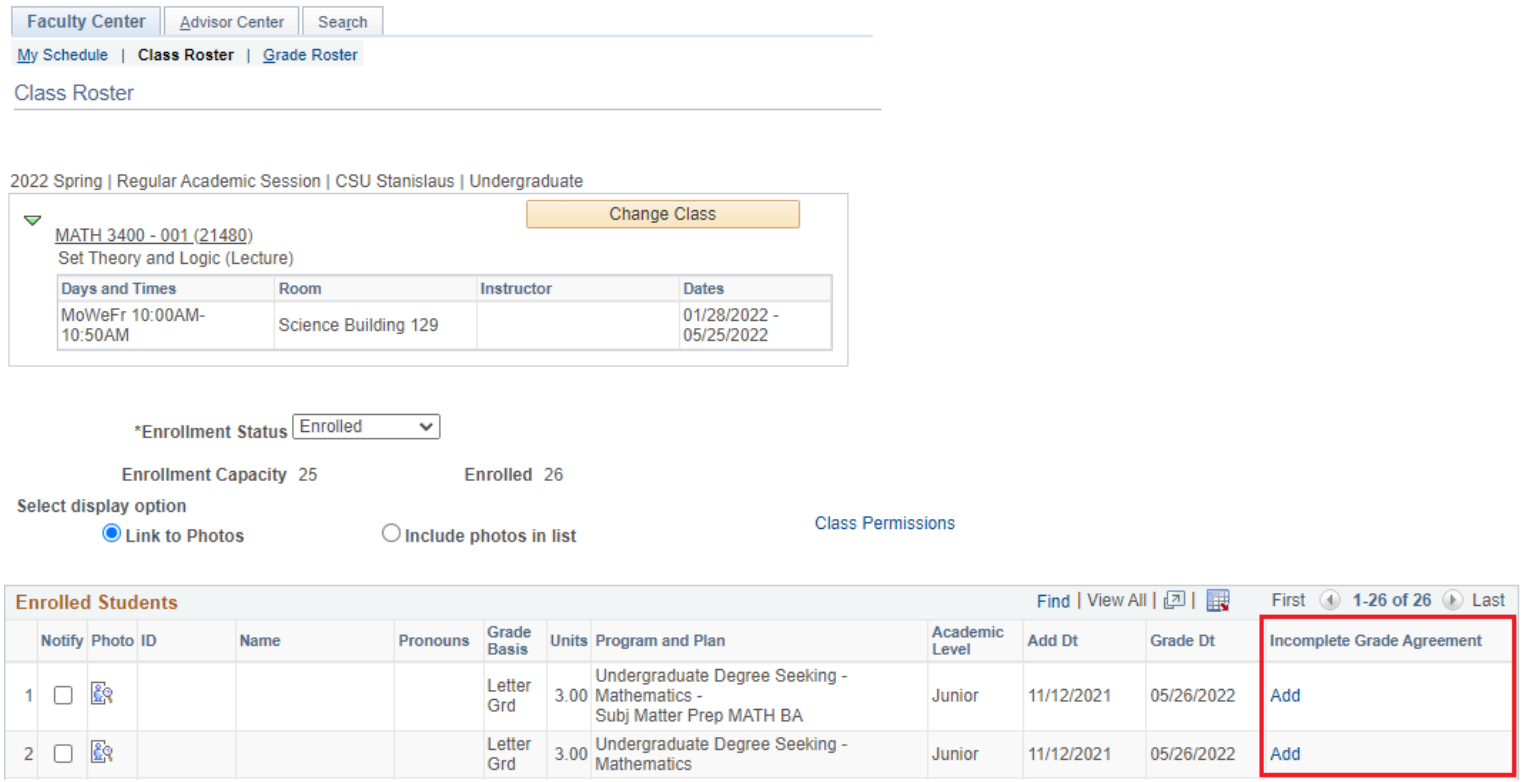
Accessing the Incomplete Grade Agreement



The **Incomplete Grade Agreement** can be accessed from either the **Class Roster** or the **Grade Roster** via links located on the **Faculty Page** within **PeopleSoft**

- Note: The **Faculty Center** cannot be accessed directly from your myStanState Dashboard
    - To access your **Faculty Center**, use the **PeopleSoft** links within your myStanState Dashboard (See the **Navigating to PeopleSoft** section at the beginning of this guide)

The **Incomplete Grade Agreement** can also be accessed from within the **Grade Change Request Form** itself

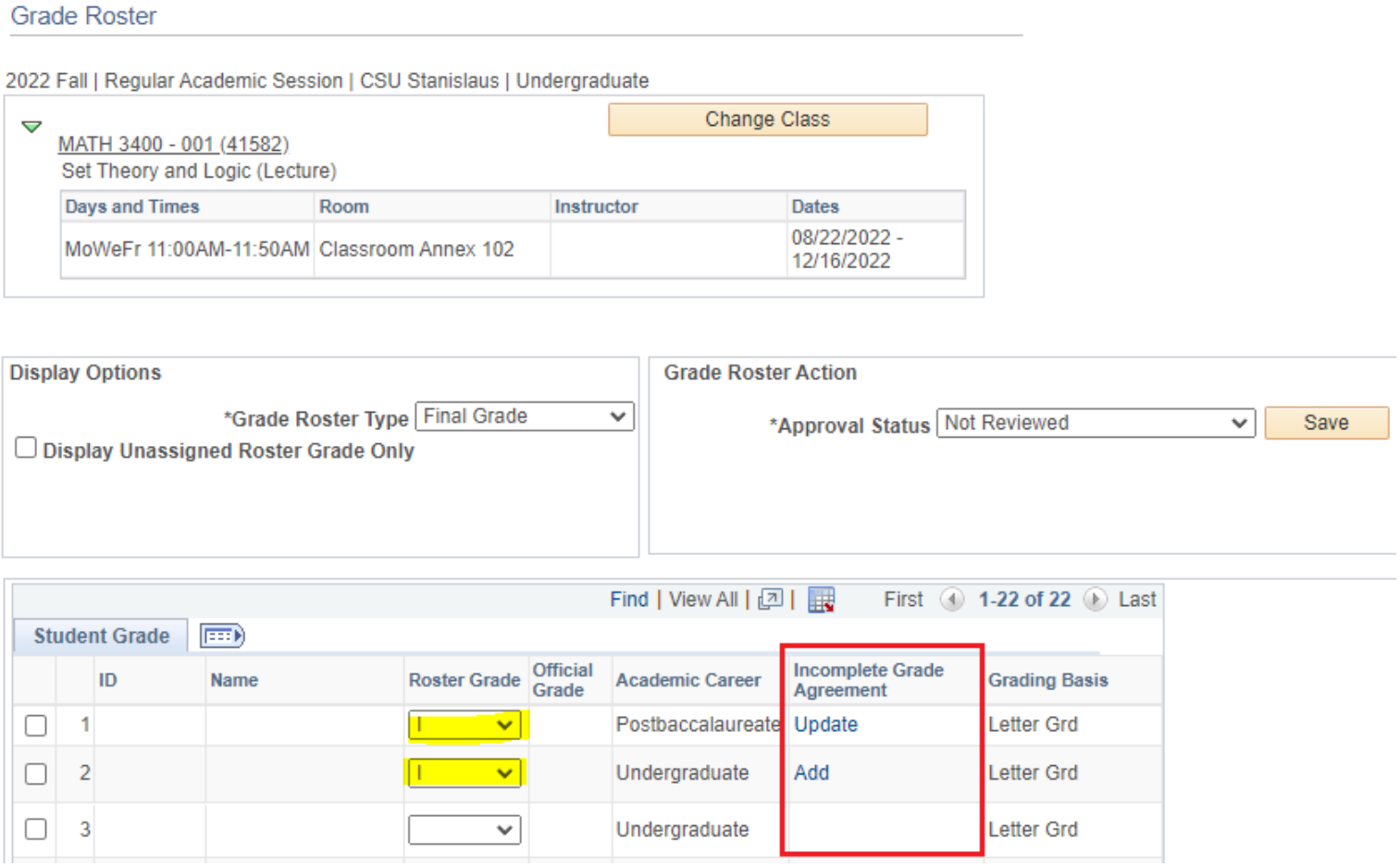


Access via the Class Roster

From the **Class Roster**, access the Incomplete Grade Agreement form by clicking the links located on the right-most column for each enrolled student on the roster

Note: The options for an Incomplete Grade Agreement for are only available for students who have received an "I" (Incomplete) Grade

- To start a new Incomplete Grade Agreement for a student, click the **Add** button located in the Incomplete Grade Agreement column
- If there is already an Incomplete Grade Agreement in place for a student, the link in the Incomplete Grade Agreement column will appear as **Update**



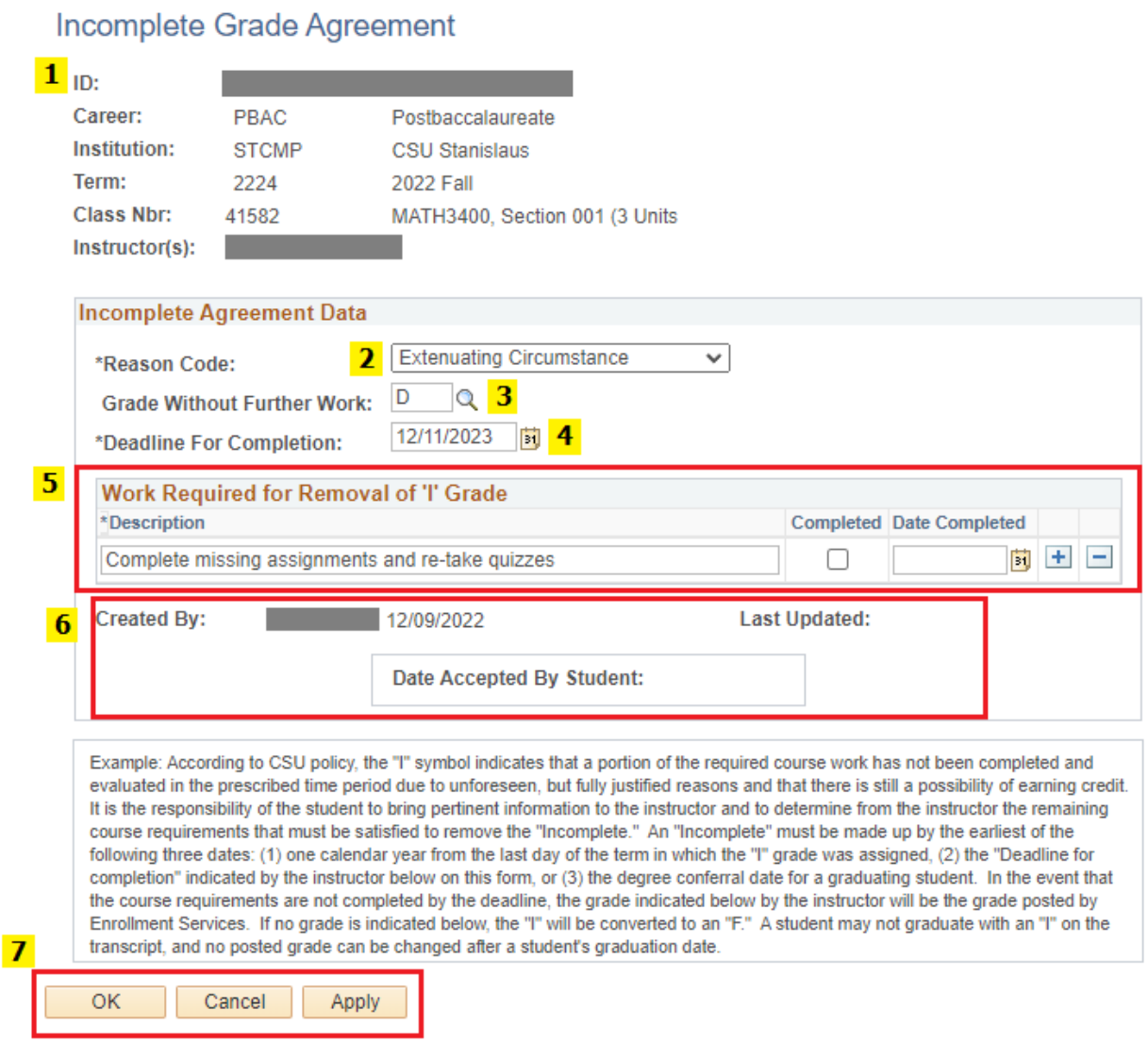
Access via the Grade Roster

From the **Grade Roster**, access the Incomplete Grade Agreement form by clicking on the links located on the second-from-the-right-most column

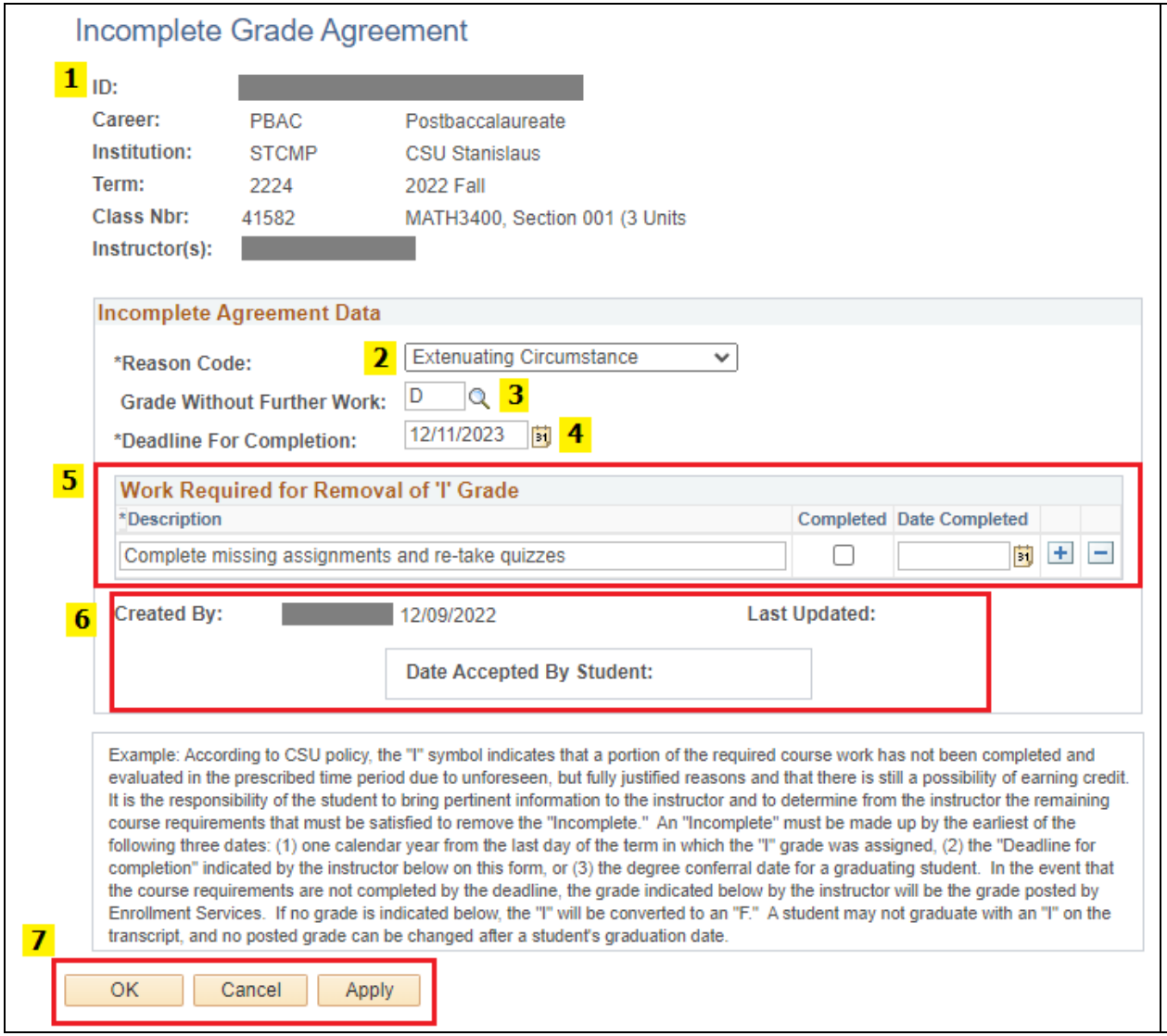
Note: The options for an Incomplete Grade Agreement for are only available for students who have received an "I" (Incomplete) Grade

- To start a new Incomplete Grade Agreement for a student, click the **Add** button located in the Incomplete Grade Agreement column
- If there is already an Incomplete Grade Agreement in place for a student, the link in the Incomplete Grade Agreement column will appear as **Update**

Completing the Incomplete Grade Agreement Form



1. Information is shown at the top indicating which student the Incomplete Grade Agreement is being conducted for
2. Select a reason for the Incomplete Grade Agreement
   a. Available choices are **Medical** or **Extenuating Circumstances**
3. Input the grade the student will receive without further work
   a. Valid inputs for this field depend on grading basis (Letter or CR/NC)
4. Specify the deadline for completion of the Grade Agreement
5. Indicate what work is required of the student for the removal of an Incomplete grade
   a. In the Description field, describe the assignment
      i. Descriptions are limited to 100 characters
   b. Completed assignments can be marked as complete using the checkbox to the right of the description field.
      i. The Date Completed field is automatically populated when the Completed checkbox is marked
   c. If the student needs to complete more than one assignment, add a row for each new assignment using the **+** button
   d. Use the **–** button to remove item rows that are no longer necessary
6. Timestamps for the Creation Date, Last Updated Date, and Student Acceptance Date are



populated at the bottom of the Incomplete Grade Agreement page

   a. Once the student has accepted the Grade Agreement, the Incomplete grade cannot be changed to any other grade

7. After filling out the Incomplete Grade Agreement, click the **Apply** button to apply these changes to the Grade Change Request

   a. If only viewing the Incomplete Grade Agreement, click **OK** to return to the Grade Change Request page

   b. To cancel any changes made to the Incomplete Grade Agreement, click the **Cancel** button to undo all changes and return to the Grade Change Request page

The Grade Roster cannot be approved if a Grade Agreement has not been created for an Incomplete grade