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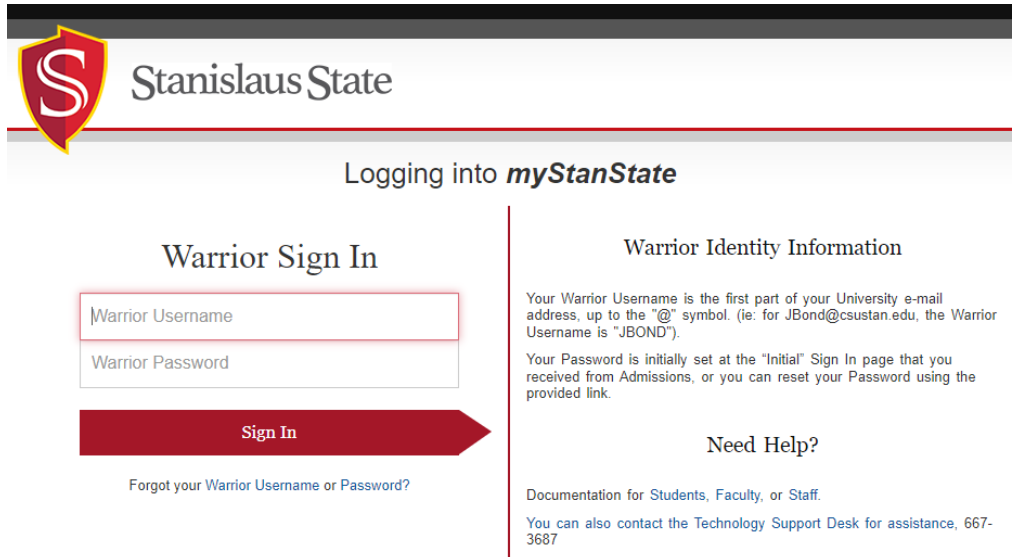
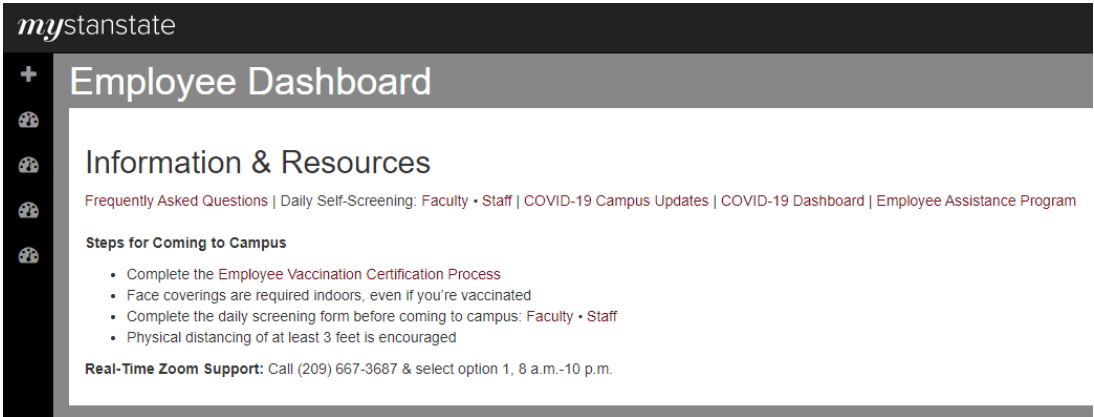
Introduction

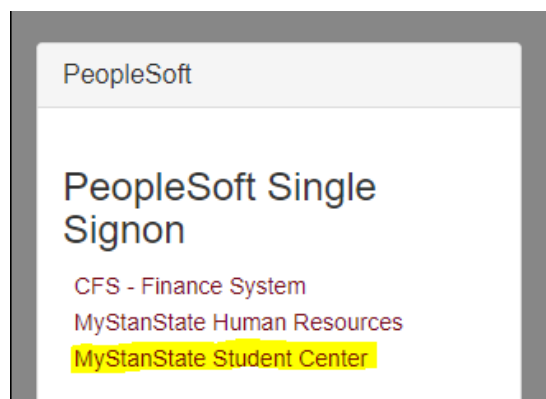
The Online Change of Grade workflow allows faculty members to make changes to submitted grades through PeopleSoft, essentially replacing the original paper form. Included within the mod is access to the Online Incomplete Grade Agreement. Provided is a template for Faculty use and automated communication to the student.

This guide will cover all pages within PeopleSoft involving the Online Incomplete Grade Agreement.

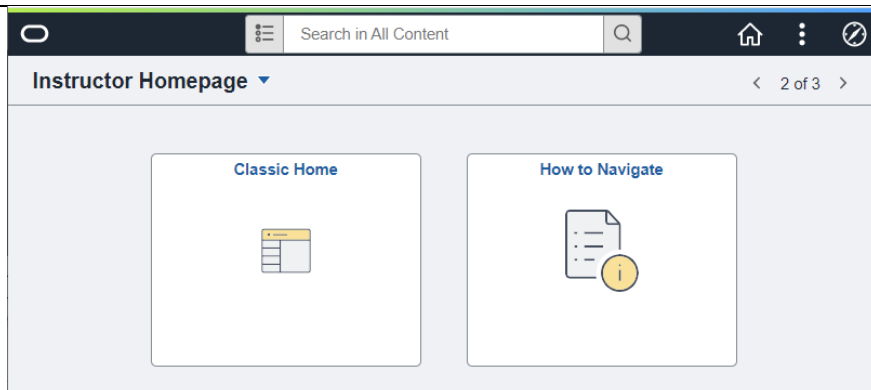
Navigating to PeopleSoft

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

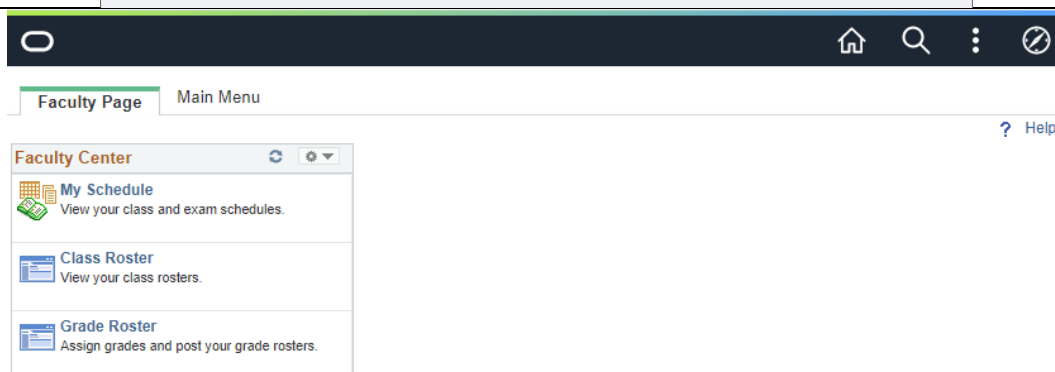
 <p>The screenshot shows the Stanislaus State myStanState login page. At the top is the Stanislaus State logo. Below it is the heading "Logging into myStanState". The page is divided into two main sections. On the left, under "Warrior Sign In", there are two input fields: "Warrior Username" and "Warrior Password". Below these fields is a red arrow button labeled "Sign In". Underneath the button is a link: "Forgot your Warrior Username or Password?". On the right, under "Warrior Identity Information", there is explanatory text about the username and password. Below this text is a "Need Help?" section with links to documentation for Students, Faculty, or Staff, and a contact number for the Technology Support Desk: 667-3687.</p>	<ul style="list-style-type: none"> • Navigate to my.csustan.edu using your preferred internet browser • Log in using your Stanislaus State credentials <ul style="list-style-type: none"> ○ You will be prompted to log in using Multi-Factor Authentication (MFA)—for more information or troubleshooting issues involving MFA, please contact OIT
 <p>The screenshot shows the myStanState Employee Dashboard. At the top is the myStanState logo. Below it is a dark header bar with a plus icon and the text "Employee Dashboard". To the left of the main content area is a vertical sidebar with several icons. The main content area has the heading "Information & Resources" followed by a list of links: "Frequently Asked Questions", "Daily Self-Screening: Faculty • Staff", "COVID-19 Campus Updates", "COVID-19 Dashboard", and "Employee Assistance Program". Below this is a section titled "Steps for Coming to Campus" with a bulleted list: "Complete the Employee Vaccination Certification Process", "Face coverings are required indoors, even if you're vaccinated", "Complete the daily screening form before coming to campus: Faculty • Staff", and "Physical distancing of at least 3 feet is encouraged". At the bottom, there is a "Real-Time Zoom Support" section with the text: "Call (209) 667-3687 & select option 1, 8 a.m.-10 p.m."</p>	<ul style="list-style-type: none"> • Upon logging in, you should see your Employee Dashboard



- 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

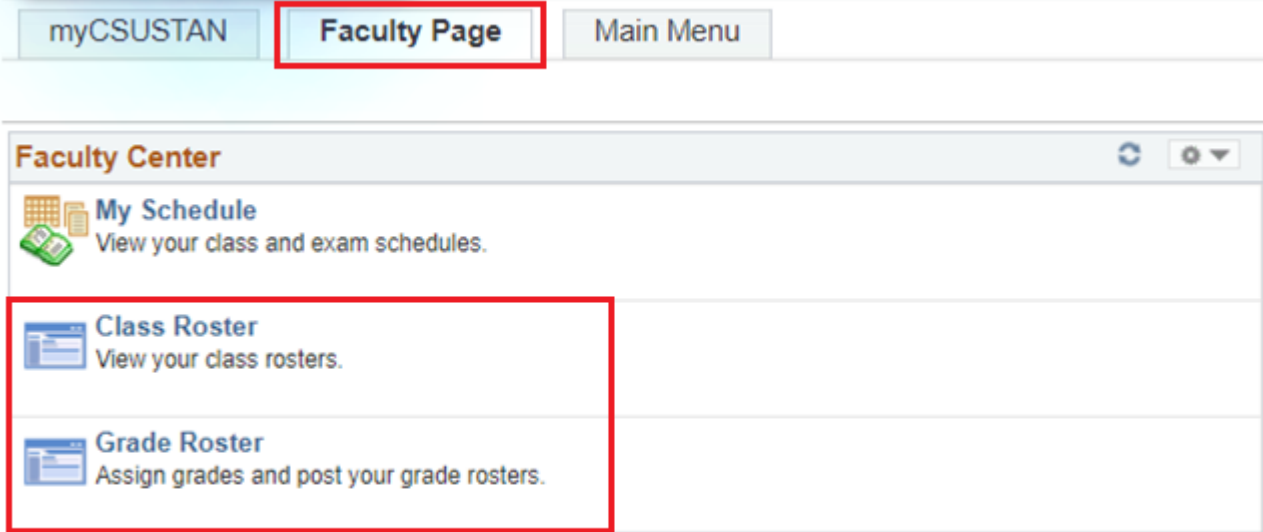


- You will land on your **Instructor Homepage**
- Click the tile on the left labeled **Classic Home** to enter **PeopleSoft**
 - For more information on navigating the Homepage and Nav Bar, please refer to the [Fluid Nav Campus Guide](#)



- From within **PeopleSoft**, you can view your **Faculty Center**, from which you can access your class schedule, class roster, and grade roster

Accessing the Incomplete Grade Agreement

 <p>The screenshot shows the myCSUSTAN interface. At the top, there are three tabs: 'myCSUSTAN', 'Faculty Page' (highlighted with a red box), and 'Main Menu'. Below the tabs is the 'Faculty Center' section. It contains three links: 'My Schedule' (with a calendar icon), 'Class Roster' (with a document icon), and 'Grade Roster' (with a document icon). The 'Class Roster' and 'Grade Roster' links are grouped together and highlighted with a red box.</p>	<p>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</p> <ul style="list-style-type: none">• Note: The Faculty Center cannot be accessed directly from your myStanState Dashboard<ul style="list-style-type: none">○ 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)
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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**

[Faculty Center](#) | [Advisor Center](#) | [Search](#)
[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)
 Class Roster

2022 Spring | Regular Academic Session | CSU Stanislaus | Undergraduate

▼ MATH 3400 - 001 (21480)
Set Theory and Logic (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 10:00AM-10:50AM	Science Building 129		01/28/2022 - 05/25/2022

Change Class

*Enrollment Status Enrolled ▼







Enrollment Capacity 25 Enrolled 26

Select display option

☒ Link to Photos

☐ Include photos in list

[Class Permissions](#)

Enrolled Students											Find View All  	First  1-26 of 26  Last
	Notify	Photo	ID	Name	Pronouns	Grade Basis	Units	Program and Plan	Academic Level	Add Dt	Grade Dt	Incomplete Grade Agreement
1	<input type="checkbox"/>					Letter Grd	3.00	Undergraduate Degree Seeking - Mathematics - Subj Matter Prep MATH BA	Junior	11/12/2021	05/26/2022	Add
2	<input type="checkbox"/>					Letter Grd	3.00	Undergraduate Degree Seeking - Mathematics	Junior	11/12/2021	05/26/2022	Add

Grade Roster

2022 Fall | Regular Academic Session | CSU Stanislaus | Undergraduate

▼ **MATH 3400 - 001 (41582)**
Set Theory and Logic (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 11:00AM-11:50AM	Classroom Annex 102		08/22/2022 - 12/16/2022

Change Class

Display Options

*Grade Roster Type Final Grade ▼

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed ▼ Save

Find View All First 1-22 of 22 Last							
Student Grade		ID	Name	Roster Grade	Official Grade	Academic Career	Incomplete Grade Agreement
<input type="checkbox"/>	1			I ▼		Postbaccalaureate	Update
<input type="checkbox"/>	2			I ▼		Undergraduate	Add
<input type="checkbox"/>	3			▼		Undergraduate	

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

Incomplete Grade Agreement

1 ID:

Career: PBAC Postbaccalaureate

Institution: STCMP CSU Stanislaus

Term: 2224 2022 Fall

Class Nbr: 41582 MATH3400, Section 001 (3 Units)

Instructor(s):

Incomplete Agreement Data

*Reason Code: **2**

Grade Without Further Work: **3**

*Deadline For Completion: **4**

Work Required for Removal of 'I' Grade

*Description	Completed	Date Completed
Complete missing assignments and re-take quizzes	<input type="checkbox"/>	<input type="text" value="12/11/2023"/> 5

6 Created By: 12/09/2022 Last Updated:

Date Accepted By Student:

Example: According to CSU policy, the "I" symbol indicates that a portion of the required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the "Incomplete." An "Incomplete" must be made up by the earliest of the following three dates: (1) one calendar year from the last day of the term in which the "I" grade was assigned, (2) the "Deadline for completion" indicated by the instructor below on this form, or (3) the degree conferral date for a graduating student. In the event that the course requirements are not completed by the deadline, the grade indicated below by the instructor will be the grade posted by Enrollment Services. If no grade is indicated below, the "I" will be converted to an "F." A student may not graduate with an "I" on the transcript, and no posted grade can be changed after a student's graduation date.

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

Incomplete Grade Agreement

1 ID:
 Career: PBAC Postbaccalaureate
 Institution: STCMP CSU Stanislaus
 Term: 2224 2022 Fall
 Class Nbr: 41582 MATH3400, Section 001 (3 Units)
 Instructor(s):

Incomplete Agreement Data

*Reason Code: **2** Extenuating Circumstance
 Grade Without Further Work: D **3**
 *Deadline For Completion: 12/11/2023 **4**

5

Work Required for Removal of 'I' Grade		
*Description	Completed	Date Completed
Complete missing assignments and re-take quizzes	<input type="checkbox"/>	 31 + -

6 Created By: 12/09/2022 Last Updated:
 Date Accepted By Student:

Example: According to CSU policy, the "I" symbol indicates that a portion of the required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the "Incomplete." An "Incomplete" must be made up by the earliest of the following three dates: (1) one calendar year from the last day of the term in which the "I" grade was assigned, (2) the "Deadline for completion" indicated by the instructor below on this form, or (3) the degree conferral date for a graduating student. In the event that the course requirements are not completed by the deadline, the grade indicated below by the instructor will be the grade posted by Enrollment Services. If no grade is indicated below, the "I" will be converted to an "F." A student may not graduate with an "I" on the transcript, and no posted grade can be changed after a student's graduation date.

7

OK Cancel Apply

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