# Online Grade Change – Instructions for Dean's Office Approver

Before you begin, be aware of the following warnings/restrictions.

- You cannot use Online Grade Change to change a grade to W or F. You must submit these changes via the paper form.

- You must add the following string to your exceptions list if you have pop-up blockers turned on:

  *.prod.cu.edu

Once you have reviewed the above warnings, proceed with the following instructions.

When an instructor, or someone acting on the instructor's behalf (an authorized initiator, also referred to as a proxy), submits a request for a grade change, everyone in the Dean's Office who has been specified as an approver will receive an email with the subject line of "A Grade Change is waiting for your Approval."



A link to the approval page is in the email.

Example email:

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You are receiving this email because a grade change has been submitted for a class in the
college of Business And Admin. Details of this class are:

Term:          Spring 2015
Class:         QUAN ,2010 ,004(32341)
Requester:     MCCA000001

To Approve or Deny the form click on this URL:
https://icstst.qa.cu.edu/psp/icstst/EMPLOYEE/ENTP/c/MANAGE_FORM.FORM_APPROVAL.GBL?Page=FO
RM_APPR_ACTION&Action=U&SEQ_NBR=21

Once connected to the approval page, you may view the details of the grade change by
clicking on "Go to Form" and then on "Students for grade change" before approving or
denying the change.
```

Click on the link in the email. You may have to log onto your portal if you aren't already logged on. At this page you can click on "Go to Form" to see student/grade change details. This will open a new window.



In the pop-up window, you may see a standard message in the "More Information" box, and/or any comments that the initiator may have entered. In the example below, the initiator has not entered any comments. Only the system message appears.

Click on "Students for grade change" to see the details of the grade change request.
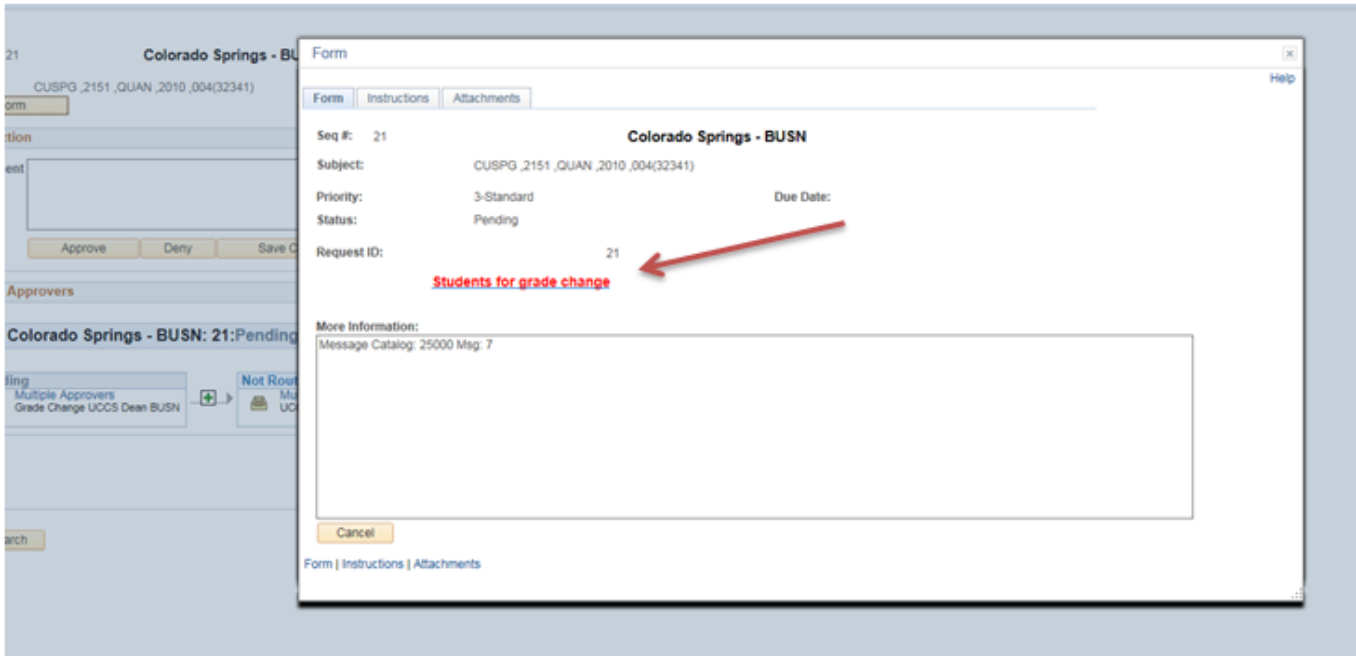
Details of the grade change:



Close this window after reviewing the information.
Close the pop-up window.

On the approval screen, add whatever comments you choose, and deny or approve (you do NOT have to click on "Save Comments" for your comment to be saved).

If you approved the grade change, this step will show on the routing diagram with a green check mark.

**Colorado Springs - EDUC**

Subject CUSPG ,2151 ,CURR ,5090 ,001(31842)

**Review/Edit Approvers**

▼ **Colorado Springs - EDUC: 1424:Approved** 💬View/Hide Comments

1

**Approved**
✔ Frye, Barbara
Grade Change UCCS Dean EDUC
06/26/17 - 3:58 PM

▶ **Comments**

Note: If you click on "Return to Search" on the screen above, you will get something similar to this:

**Students**   Faculty   CU Resources

**Approval/Review a Form**
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

▼ **Search Criteria**

| | | |
|---|---|---|
| Sequence Number: | = ▾ | 13 × |
| Form: | begins with ▾ | 🔍 |
| Subject: | begins with ▾ | |
| **Priority:** | = ▾ | ▾ |
| Due Date: | = ▾ | 📅 |
| Document Key String: | begins with ▾ | |
| **Approval Status:** | = ▾ | ▾ |

☐ Case Sensitive

Search   Clear   Basic Search 🔲 Save Search Criteria

**Search Results**

View All                                      First ◀ 1-11 of 11 ▶ Last

| Sequence Number | Portal Label | Subject | Priority | Due Date | Document Key String | Approval Status |
|---|---|---|---|---|---|---|
| 2 | Colorado Springs - CLAS | CUSPG ,2147 ,12623 | 3-Standard | (blank) | (blank) | Approved |

If you clear the "Sequence Number" field and click on Search, you will get a list of the items in your worklist. All of your grade change requests will show up here along with their statuses.

## Approval/Review a Form

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

**Find an Existing Value**

▼ **Search Criteria**

| | | |
|---|---|---|
| Sequence Number: | = ▾ | |
| Form: | begins with ▾ | 🔍 |
| Subject: | begins with ▾ | |
| **Priority:** | = ▾ | ▾ |
| Due Date: | = ▾ | 📅 |
| Document Key String: | begins with ▾ | |
| **Approval Status:** | = ▾ | ▾ |

☐ Case Sensitive

[ Search ]  [ Clear ]   Basic Search  ⊞ Save Search Criteria

### Search Results

View All                                    First ◀ 1-7 of 7 ▶ Last
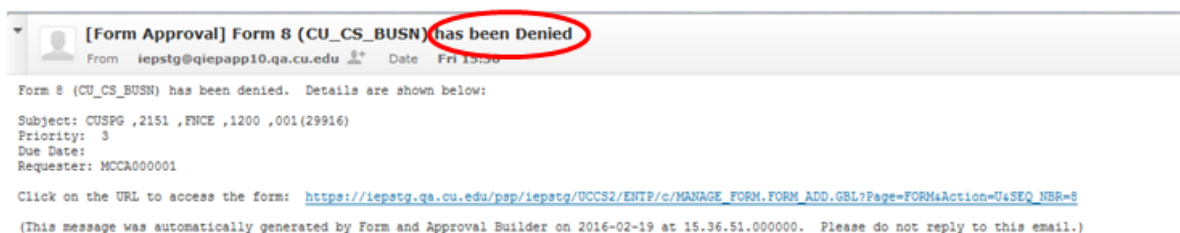
| Sequence Number | Portal Label | Subject | Priority | Due Date | Document Key String | Approval Status |
|---|---|---|---|---|---|---|
| 3 | Colorado Springs - BUSN | CUSPG ,2147 ,INFS ,1100 ,002(11688) | 3-Standard | (blank) | (blank) | On Hold |
| 4 | Colorado Springs - BUSN | CUSPG ,2147 ,INFS ,1100 ,002(11688) | 3-Standard | (blank) | (blank) | Approved |
| 5 | Colorado Springs - BUSN | CUSPG ,2147 ,INFS ,1100 ,002(11688) | 3-Standard | (blank) | (blank) | Approved |
| 6 | Colorado Springs - BUSN | CUSPG ,2147 ,INFS ,1100 ,003(11837) | 3-Standard | (blank) | (blank) | Approved |
| 19 | Colorado Springs - BUSN | CUSPG ,2147 ,ACCT ,2010 ,002(10296) | 3-Standard | (blank) | (blank) | Pending |
| 20 | Colorado Springs - BUSN | CUSPG ,2151 ,INFS ,3000 ,004(32847) | 3-Standard | (blank) | (blank) | Pending |
| 21 | Colorado Springs - BUSN | CUSPG ,2151 ,QUAN ,2010 ,004(32341) | 3-Standard | (blank) | (blank) | Pending |

Process other grade change requests or sign out (upper right hand corner).

Once a Dean's Office representative approves a grade change, other representatives won't see the transaction. If they click on the link in the email, there will be no transactions to process.

After the Dean's Office approves the grade change, a nightly batch process runs that actually changes the grade in the database. Once the grade has been changed, the initiator, the Advising department, the instructor, and the student will all receive emails notifying them of the grade change. If the class is a graduate level class, the Advising department has requested to *not* receive an email notification.

If the grade change request is denied by the Dean's Office or the Registrar's Office, the requester will receive an email informing them of that.

👤 **[Form Approval] Form 8 (CU_CS_BUSN) has been Denied**
From  iepstg@qiepapp10.qa.cu.edu   Date  Fri 15:36

Form 8 (CU_CS_BUSN) has been denied.  Details are shown below:

Subject: CUSPG ,2151 ,FNCE ,1200 ,001(29916)
Priority:  3
Due Date:
Requester: MCCA000001

Click on the URL to access the form:  https://iepstg.qa.cu.edu/psp/iepstg/UCCS2/ENTP/c/MANAGE_FORM.FORM_ADD.GBL?Page=FORM&Action=U&SEQ_NBR=8

(This message was automatically generated by Form and Approval Builder on 2016-02-19 at 15.36.51.000000.  Please do not reply to this email.)

If the request is submitted again, the process will start over from the beginning, just like a new request.