

Approving Grade Changes Online

Overview

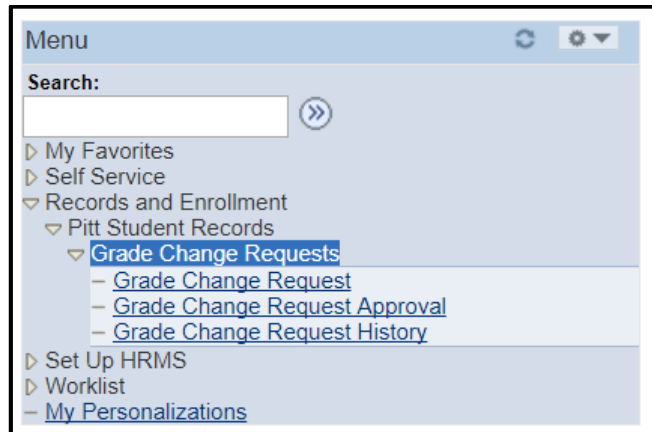
The PeopleSoft Faculty Center now allows for Academic Centers to approve grade changes online. In addition, Academic Centers can monitor the progress of grade changes that they have approved.

Grade Change Request Approval Availability

The ability to approve a grade change requires an Academic Center administrator to be granted the appropriate permissions within PeopleSoft. **Note: The Office of the University Registrar maintains this access and must be contacted in order to authorize access.** In addition, an instructor must be listed on the class with the ability to approve a grade roster to request a grade change. If a term or a class is not listed, contact your department administrator.

Access Your PeopleSoft Account

Log in to **My Pitt** (my.pitt.edu) with your University Computer Account credentials. Next, click the **PeopleSoft** link on the right side of your portal homepage. To navigate to the Grade Change Request folder click **Records and Enrollment>Pitt Student Records>Grade Change Requests**. The navigation is shown below:



There are three distinct links in the Grade Change Request (GCR) folder:

- [Grade Change Request](#)
- [Grade Change Request Approval](#)
- [Grade Change Request History](#)

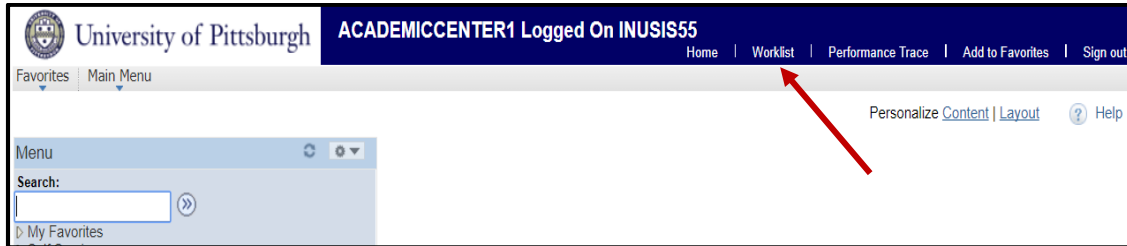
This document will explain how to navigate to each page and what function each one serves.

Grade Change Request

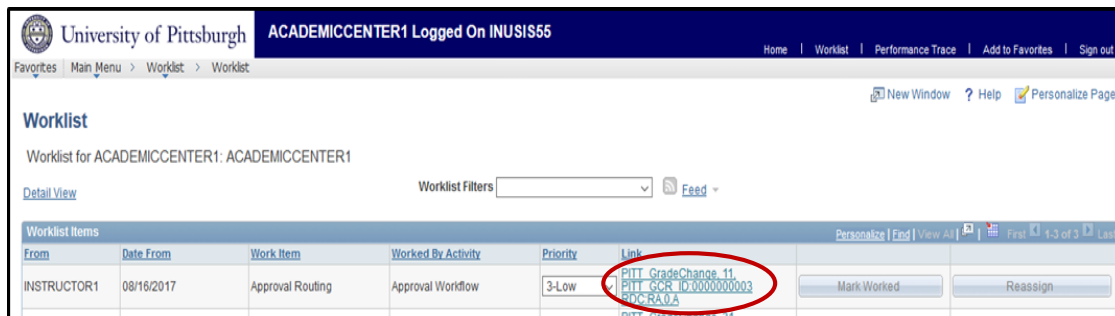
The Grade Change Request link allows Department Chairs and Instructors to submit grade changes. More detailed instructions on how to submit a grade change for Instructors and Department Chairs can be found in the *Requesting a Grade Change on Behalf of an Instructor* and *Submitting Grade Changes Online* documents.

Grade Change Request Approval

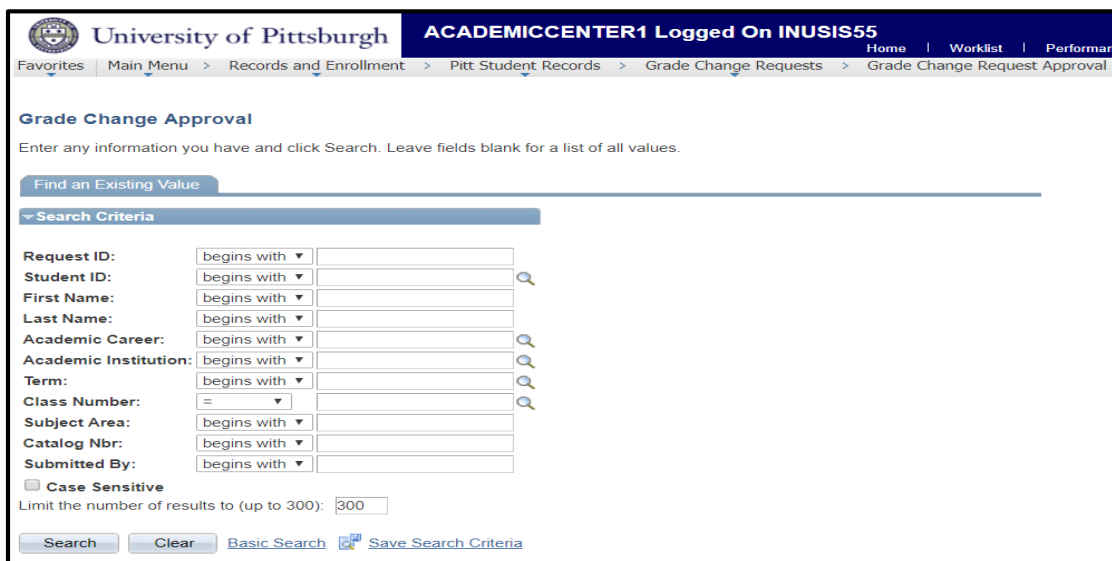
The “Worklist” is the first method of viewing current grade changes that need approval. **Tip: It is highly recommended that staff use this method. This is a live list that is kept in real time within the queue of grade changes waiting to be processed.** The Worklist is located on the upper right hand side of any page in PeopleSoft. When it is clicked it will take you to the Worklist page.



By clicking on the hyperlink under the ‘Link’ column in the Worklist you will be taken to the grade change request for approval or denial. Review the information to make sure everything is accurate. **Note: the priority drop down has no effect or functionality on the grade change approval.**



The second method of approving or monitoring a grade change is the Grade Change Request Approval page. The Approval page keeps track of grade changes still waiting for approval by the Academic Center or Registrar. To navigate to the Grade Change Request Approval page click **Records and Enrollment>Pitt Student Records>Grade Change Request>Grade Change Request Approval.**



Click the 'Approve' button and a new dialogue box will appear making you confirm the approval of the grade change. At the bottom of the page a diagram will show the approval status. In addition, if you click on the hyperlinks it will show a list of approvers for that step. There are two steps of approvals: the Academic Center and the Registrar.

Grade Change Appr

Request ID: 0000000005 Approval Status: In Approval Process
 Instructor: INSTRUCTOR 1 Submitted By: INSTRUCTOR 1
 Reason: Completed Work

Student Information

Student ID: 99999999 Name: TEST B STUDENT
 Career: Undergrad Academic Program: Dietrich Sch Arts and Sciences

Class Information

Term: 2171 Description: Fall Term 2016-2017
 Class Nbr: 10644 Description: Chemistry
 Subject: CHEM
 Catalog Nbr: 1710
 Description: UNDERGRADUATE RESEARCH

Grading Basis: LG
 Current Grade: B New Grade: A

Approve Deny

Stage 1

PITT_GCR_ID=0000000005:Pending

Path 1 - PIT

Pending **Not Routed**
 Multiple Approvers Multiple Approvers
 GCR Academic Center GCR Registrar

Return to Search Previous in List Next in List

Stage 1

PITT_GCR_ID=0000000005:Pending

Path 1 - PIT

Approved **Pending**
 ACADEMICCENTER1 Multiple Approvers
 GCR Academic Center GCR Registrar
 08/16/17 - 2:36 PM

Return to Search Previous in List Next in List

If a grade change is denied, you will be taken to a second page where a reason must be entered before denying it. This reason will be displayed to the original submitter and in the Grade Change Request History page.

University of Pittsburgh ACADEMICCENTER1 Logged On INUSIS55

Favorites | Main Menu > Records and Enrollment > Pitt Student Records > Grade Change Requests > Grade Change Request Approval

GCR Deny Secondary Page

*Reason for Deny:

OK Cancel



Grade Change Appr

Request ID: 0000000004

Approval Status: Denied

Instructor: INSTRUCTOR 1

Submitted By: INSTRUCTOR1

Reason: Completed Work

Student Information

Student ID: 9999999

Name: TEST B STUDENT

Career: Undergrad

Academic Program: Dietrich Sch Arts and Sciences

Class Information

Term: 2171

Description: Fall Term 2016-2017

Class Nbr: 10644

Description: Chemistry

Subject: CHEM

Catalog Nbr: 1710

Description: UNDERGRADUATE RESEARCH

Grading Basis: LG

Current Grade: B

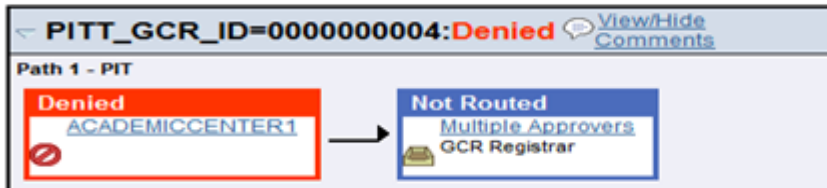
New Grade: A

Approve

Deny

Reason for Deny: Wrong Student

Stage 1



Grade Change Request History

The Grade Change Request History page allows Academic Centers to review grade changes that have been processed. To navigate to the Grade Change Request History page click **Records and Enrollment>Pitt Student Records>Grade Change Request>Grade Change Request History**. An Academic Center can search for a GCR by the Request ID, Student ID, Name, or class information. By clicking on a grade change request, the Academic Center can view the history of completed/terminated requests.

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Favorites | Main Menu > Self Service > Faculty Center > Grade Change Request > Grade Change Request History

Grade Change Request History

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

Find an Existing Value

Search Criteria

Request ID: begins with []

Student ID: begins with []

First Name: begins with []

Last Name: begins with []

Academic Career: begins with []

Academic Institution: begins with []

Term: begins with []

Class Number: = []

Subject Area: begins with []

Catalog Nbr: begins with []

Submitted By: begins with []

Case Sensitive

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

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-3 of 3 Last

University of Pittsburgh | ACADEMICCENTER1 Logged On INUSIS55

Favorites | Main Menu > Records and Enrollment > Pitt Student Records > Grade Change Requests > Grade Change Request History

Grade Change Hist

Request ID: 0000000195 Approval Status: All Approved

Instructor: TEST INSTRUCTOR Submitted By:

Reason: Miscalculation

Student Information

Student ID: 9999999 Name: TEST STUDENT

Career: Undergrad Academic Program: College of General Studies

Class Information

Term: 2124 Description: Spring Term 2011-2012

Class Nbr: 11963 Description: History

Subject: HIST

Catalog Nbr: 0600

Description: UNITED STATES TO 1877

Grading Basis: LG

Current Grade: G New Grade: A

Stage 1

PITT_GCR_ID=0000000195:Approved

Path 1 - PIT

Approved CenterAcademic GCR Academic Center 04/14/17 - 3:05 PM

Approved REGISTRAR1 GCR Registrar - PIT 04/14/17 - 3:23 PM

Enrollment Request

Return to Search Previous in List Next in List

If you have any questions, please contact the Grades Services Area in the Office of the University Registrar at (412) 624-7623 or grades@registrar.pitt.edu