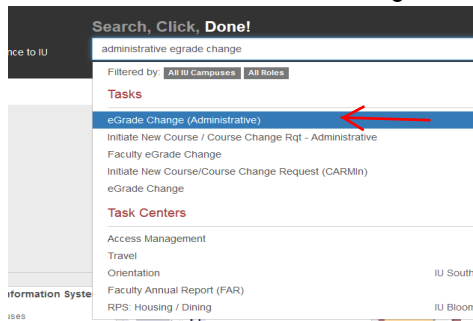# eGrade Change Administrator Initiated

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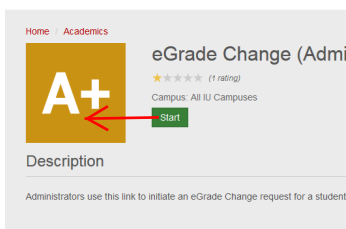
Using eGrade Change

1. Log in to One https://one.iu.edu Search "Administrative eGrade Change"

2. Select "Start"

3. Enter the student's University ID

4. Click submit

5. A page will display with the student's record

6. Use the search boxes at the top to refine the course search, if necessary

7. Select the desired course. Note: Only enrollments with grades eligible for updating will have a radio button available for selection

8. Select the new grade from the drop down box

9. Select the reason for the grade change from the drop down box

10. Click continue

11. Enter additional details in the box provided. Note: If an FN grade is selected you must enter the last date of attendance in the box

12. Click submit for approval to finalize the request. The request will be routed via workflow for necessary approvals

13. A confirmation screen will display with the Document ID. Use it to track the progress of the grade change in workflow

14. Once the request is approved and applied to the student's record an email is sent to the instructor of record, the student, and the initiator of the request

Note: There are eight* types of grade changes:

* Grade Changes (official grade to official grade)
* Removal of I (incomplete to official grade)
* Removal of R (R to official grade)
* Retroactive W (official grade to withdrawn)
* I to W (incomplete to withdrawn)
* Extension of I (incomplete extended indefinitely)
* FN/N to W (F for lack of attendance/no attendance to withdrawn)
* ADS to W (academic misconduct grade to withdrawn)

*Please note that not all change types are available for all departments. Contact the Office of the Registrar for information.