

Office of the Registrar - Bloomington

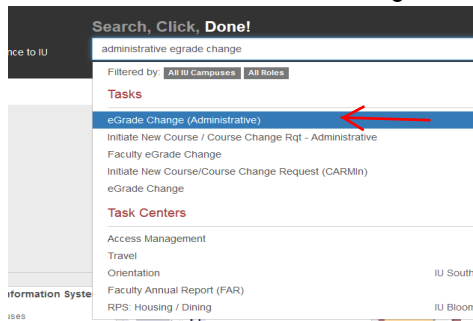
eGrade Change Administrator Initiated

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

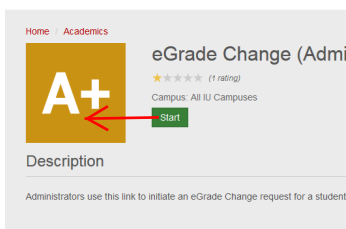
Using eGrade Change

1. Log in to One <https://one.iu.edu> Search

"Administrative eGrade Change"



2. Select "Start"



3. Enter the student's University ID

Please enter Student's University ID

Upon pressing Submit, a list of the student's courses and grades you are authorized to change will be displayed.

Student's University ID:

4. Click submit

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

Administrator Initiated Grade Change

Student: TestStudent, Ima
University ID: 000000001
NetworkID: imatest

Enter at least 1 optional search field to narrow your course selection(s):
Subject (ENG-W): Catalog Number (132):
Term (4078):

Or select the Course for your request.

28 items found, displaying 1 to 10. [First/Prev] 1, 2, 3 [Next/Last]

Select?	Term	Institution	Title	Subject	Catalog Nbr	Class Nbr	Career	Session	Units	Grade
	Spring 2007	IUBLA	FOLKLORE & THE HUMANITIES	FOLK-F	252	16956	Undergrad	Eight Week - Second	3	W
	Spring 2007	IUBLA	AFRICAN FOLKLORE/FOLKLIPE/MUS	FOLK-F	301	25306	Undergrad	Regular Academic Session	3	W
<input type="radio"/>	Spring 2007	IUBLA	WOMEN'S FOLKLORE/FOLKLIPE/MUS	FOLK-F	363	14743	Undergrad	Regular Academic Session	3	A+
<input type="radio"/>	Spring 2007	IUBLA	CHILDREN'S FOLKLORE/FOLKLIPE/MUS	FOLK-F	364	25335	Undergrad	Regular Academic Session	3	I
	Spring 2007	IUBLA	MUSIC IN REL THOUGHT AND EXPER	FOLK-F	450	25336	Undergrad	Regular Academic Session	3	W

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

Enter at least 1 optional search field to narrow your course selection(s):
Subject (ENG-W): Catalog Number (132):
Term (4078):

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

Change Course Grade to:

Select Grade: Select Reason for Grade Change:

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

You are requesting a change of grade from a B to a FN for the reason of Other

Enter date student last attended class (mm/dd/yyyy):

Rationale for grade change (required):

I have reviewed the grade change request and wish to proceed.

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.