How to complete grade change via Workflow

Updated: 6/21/13
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General Information

- The Grade Change approval flow will be the same as it always has, but without having to physically carry the form around from office to office: Instructor > Department Head > Dean > VPAA > Registrar’s Office.
- The grade change process will be initialized in Banner Self Service by the instructor and the rest of the process will be done in Workflow.
- If an instructor has separated from the University, another instructor must be assigned to the course in Banner to be able to begin the grade change process.
- To re-set your Banner Self Service or Banner INB/System Screens password (used to get into Workflow), please contact University Computing Services.
- If somewhere in the process the appeal is denied, the person in every level below the denial is notified via email (e.g. If the dean denies the appeal, the department head and instructor will both receive emails).
- The instructor, advisor, and student get an email once the grade change is completed by the Registrar’s office.
- Exceptional cases (i.e. there is no option to change to a grade on the electronic system such as a W to a grade) will have to be handled using the paper-based system.
- Contact the Registrar’s Office if you have any questions.
Instructor

1. Log into Banner Self Service (http://banner.mcneese.edu/ then click the Banner Self-Service link) using your ID number (starts with zeros) and PIN or go to Banner Self Service through MyMcNeese Portal (Self Service Banner link in the black bar at the top).
2. Click on Faculty Services Tab at the top.
3. Click on the Submit Grade Changes link (under the Final Grades link).

4. Select term of the course for which you are changing the grade using the drop down menu.
5. Press the Continue button.

6. Select the course in which the student for whom you are changing the grade was enrolled. This will bring up a roster of all the students who received a grade in that course.
7. Press the Change Grade button next to the student’s name for whom you are changing the grade.

<table>
<thead>
<tr>
<th>Banner ID</th>
<th>Name</th>
<th>Change Grade</th>
</tr>
</thead>
<tbody>
<tr>
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8. Verify that you selected the correct student using combination of Banner ID, Student Name, Course, and Grade.

9. Select the new grade from the New Grade drop down menu.
10. Select the reason for the grade change from the Reason drop down menu. If the reason for the grade change is not properly represented by one of the options in the drop down menu, check the Other Reason box and type in an accurate reason.

11. Press the Continue button.

12. At this point, you can attach a letter of explanation by using the Choose File button or, if a letter of explanation is not necessary, press the Submit Grade Change Form button.
13. The Submit button will change to say Submitting Grade Change. Please Wait

**Grade Change Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner ID</td>
<td>[mask]</td>
</tr>
<tr>
<td>Student Name</td>
<td>[mask]</td>
</tr>
<tr>
<td>Course</td>
<td>[20263] - FFND 101 G1</td>
</tr>
<tr>
<td>Grade</td>
<td>B</td>
</tr>
<tr>
<td>New Grade</td>
<td>A</td>
</tr>
<tr>
<td>Reason</td>
<td>Outstanding assignments completed</td>
</tr>
</tbody>
</table>

**Attach a letter of explanation below**

A letter of explanation is only required in an instance where an I is converted to an F and is changed to a higher grade at a later date. It is optional for all other circumstances.

[Choose File]  No file chosen

**SUBMITTING GRADE CHANGE. PLEASE WAIT**

14. Once the change is successfully submitted, you will see the message below. You will also be sent an automatic confirmation email confirming that the change has been submitted.

15. The Return link will return you to the Select Term portion of the process.

**Grade Change Submitted.**

You will be contacted via email with all updates.

RETURN
16. The below message will appear if your session has been inactive for too long. You will need to log back in to make sure that the last grade you changed was successfully submitted or to continue changing grades.

![Session Timed Out]

Your session has timed out. You must log in again to access this system.

17. The Return link is at the top of nearly every page of the grade change procedure. This link will return you to the previous menu (page).
Department Head

1. You will receive an email notification that you have a pending grade change.
2. Access Workflow. This can be done one of two ways: (1) Go to www.banner.mcneese.edu and use the Workflow link or (2) Log into MyMcNeese Portal, go to Employee at the top, then in the Employee Links box, click on Workflow.
3. Your log in screen for Workflow should look like the below image. Log into Workflow using your Banner (INB/System Screens) log in credentials.

![BANNER WORKFLOW log in screen](image)

4. Once you are logged into Workflow, click on link for the pending grade change.

![Workflow Worklist Screen](image)

5. What you will see will be something like the image below.

![Workflow Department Head Approval Screen](image)
6. Select the correct Decision (Approve or Deny). A Denial will require a Reject Reason.
7. Click the Complete button to submit your decision. If your decision is “Approve”, the grade change will move on to the Dean. If your decision is “Deny”, the decision and the reject reason will be sent to the Instructor via email. The Save & Close button will only save your decision in Workflow not move it forward (a change cannot be processed if it’s not moved forward to the next person).

8. You can attach a file to the decision if you deem it necessary using the Attach File button. The file attachment page looks like the below image.

9. You are finished with pending grade changes when your Workflow main page is blank. Log out.
Dean

1. You will receive an email notification that you have a pending grade change.
2. Access Workflow. This can be done two ways: (1) Go to [www.banner.mcneese.edu](http://www.banner.mcneese.edu) and use the Workflow link or (2) Log into MyMcNeese Portal, go to Employee at the top, then in the Employee Links box, click on Workflow.
3. Your log in screen for Workflow should look like the below. Log into Workflow using your Banner (INB/System Screens) log in credentials.

4. Once you are logged into Workflow, click on link for the grade change.

5. What you will see will be something like the image below.
6. Select the correct Decision (Approve or Deny). A Denial will require a Reject Reason.
7. Click the Complete button to submit your decision. If your decision is “Approve”, the grade change will move on to the VPAA. If your decision is “Deny”, the decision and the reject reason will be sent to the Instructor via email. The Save & Close button will only save your decision in Workflow not move it forward (a change cannot be processed if it’s not moved forward to the next person).

8. You can attach a file to the decision if you deem it necessary using the Attach File button. The file attachment page looks like the below image.

9. You are finished with pending grade changes when your Workflow main page is blank. Log out.