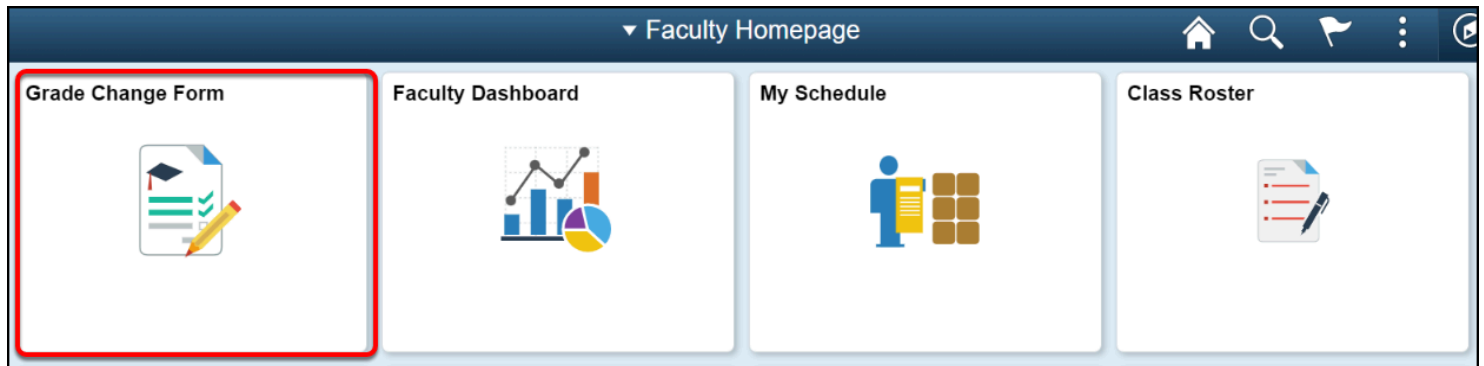


# Grade Change Guide for Instructors

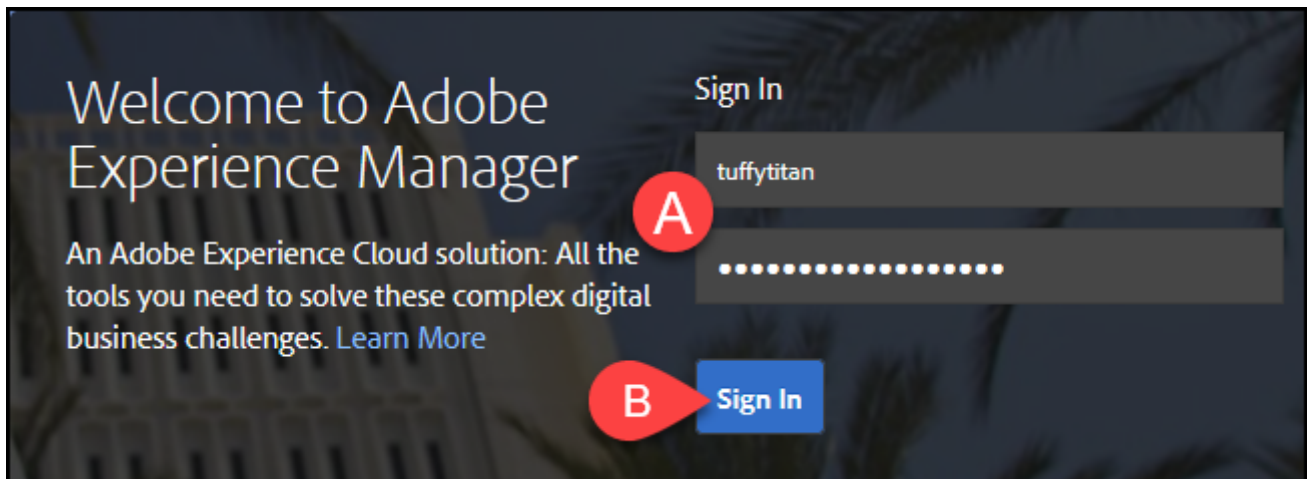
## 1. Login to the Campus Portal and access your Faculty Homepage (Faculty Center).

[View detailed instructions on accessing the Faculty Homepage.](#)

## 2. Click on the Grade Change Form navigation tile.



## 3. If prompted, enter your campus username and password.




- A. Enter your campus username and password. This is the same information you use to log on to the campus portal.
- B. Then click **Sign In**.

## 4. Utilize the drop-down menu to select: Class & Course Name and Section Number.

**i** Upon opening, the form will auto-populate with the following information:

- Term
- Instructor CWID
- Instructor Name
- Department Code



### Grade Change

To know more about the Grade Change Policies: [Click Here](#)

Case ID  
1016596

1

\* Term

Spring 2020

\* Instructor CWID

800123457

Instructor Name

Summers, Scott

\* Class & Course Name

2

\* Section Number

Class Number

Course Name

PHYS 212L

Course Level

UGRD

Department Code

10185

Student CWID


Initiated Date

05/29/2020

Search Records

Reset Records

## 5. The Class Number and Course Name will populate based on selections



### Grade Change


To know more about the Grade Change Policies: [Click Here](#)

Case ID: 1016596

* Term	* Instructor CWID	Instructor Name	* Class & Course Name
Spring 2020	800123457	Summers, Scott	18793 - PHYS 212L
* Section Number	Class Number	Course Name	Course Level
17	73452	PHYS 212L	UGRD
Department Code	Student CWID	Initiated Date	
10185		05/29/2020	

Search Records Reset Records

## 6. Enter in Student CWID.



### Grade Change


To know more about the Grade Change Policies: [Click Here](#)


Case ID: 1016596

* Term	* Instructor CWID	Instructor Name	* Class & Course Name
Spring 2020	800123457	Summers, Scott	18793 - PHYS 212L
* Section Number	Class Number	Course Name	Course Level
17	73452	PHYS 212L	UGRD
Department Code	Student CWID	Initiated Date	
10185		05/29/2020	

Search Records Reset Records

## 7. Then click the Search Records button.

 Clicking the **Search Records** button without entering a Student CWID may take a few moments to yield results, as it will bring up all students registered for the selected course.



### Grade Change

To know more about the Grade Change Policies: [Click Here](#)

Case ID  
1016596

* Term	* Instructor CWID	Instructor Name	* Class & Course Name
Spring 2020	800123457	Summers, Scott	18793 - PHYS 212L
* Section Number	Class Number	Course Name	Course Level
17	73452	PHYS 212L	UGRD
Department Code	Student CWID	Initiated Date	
10185		05 / 29 / 2020	

Search Records

Reset Records

## 8. Under Grade Change Information, indicate if you want to select all students.

GRADE CHANGE INFORMATION

SIGNATURE

**\*\*If RP or I grade is being changed to A, B, C, D, or F grade, indicate the work completed date in **WorkCompleted** column**

Do you want to select all?  
☐ Yes ☐ No

	Last Name	First Name	CWID	Unit Taken	Current Grade	* New Grade	* Reason	Comments	** Work Completed
<input type="checkbox"/>	Drake	Bobby	800123456	1	WE	Select Grade ▼	Select Reason ▼		mm / dd / yyyy

Submit

## 9. Select applicable student(s) by checking the box that coordinates with their name.

Do you want to select all?

☐ Yes ☒ No

	Last Name	First Name	CWID	Unit Taken
<input type="checkbox"/>	Drake	Bobby	800123456	1

**Submit**

## 10. Click the New Grade drop-down menu

Do you want to select all?

☐ Yes ☒ No

	Last Name	First Name	CWID	Unit Taken	Current Grade	* New Grade	* Reason	Comments	** Work Completed
<input checked="" type="checkbox"/>	Drake	Bobby	800123456	1	WE	Select Grade ▼	Select Reas ▼		mm/dd/yyyy

**Submit**

## 11. Select appropriate new grade.

GRADE CHANGE INFORMATION
SIGNATURE

**\*\*If RP or I grade is being changed to A, B, C, D, or F grade, indicate the work completed in **WorkCompleted** column**

Do you want to select all?

☐ Yes ☒ No

	Last Name	First Name	CWID	Unit Taken	Current Grade	* Reason	Comments	** Work Completed
<input checked="" type="checkbox"/>	Drake	Bobby	800123456	1	WE	Select Grade ▼	Select Reas ▼	mm / dd / yyyy

Submit

## 12. Click the Reason drop-down menu.

Do you want to select all?

☐ Yes ☒ No

	Last Name	First Name	CWID	Unit Taken	Current Grade	* New Grade	* Reason	Comments	** Work Completed
<input checked="" type="checkbox"/>	Drake	Bobby	800123456	1	WE	Select Grade ▼	Select Reas ▼	mm / dd / yyyy	

Submit

### 13. Select appropriate option.

	Last Name	First Name	CWID	Unit Taken	Current Grade	* New Grade	* Reason	Comments	** Work Completed
<input checked="" type="checkbox"/>	Drake	Bobby	800123456	1	WE	A-	Select Reason		mm/dd/yyyy

Select Reason

- Computational Error: re-evaluation of original course assignments revealed an error
- Clerical/Administrative error
- Late grades (Grade Sheets not handed in on time)
- Course requirements completed (RP or I only) \*\*

**Submit**

### 14. (Optional) Leave a comment in the Comments field.

☐ Yes ☒ No

	Last Name	First Name	CWID	Unit Taken	Current Grade	* New Grade	* Reason	Comments	** Work Completed
<input checked="" type="checkbox"/>	Drake	Bobby	800123456	1	WE	A-	Clerical/Adm	Correct admin. error from C grade.	mm/dd/yyyy

**Submit**

### 15. Click the Submit button.

Do you want to select all?


☐ Yes ☒ No

	Last Name	First Name	CWID	Unit Taken	Current Grade	* New Grade	* Reason	Comments	** Work Completed
<input checked="" type="checkbox"/>	Drake	Bobby	800123456	1	WE	A-	Clerical/Adm	Correct admin. error from C grade.	mm/dd/yyyy

**Submit**



## 16. You will get a confirmation screen upon submitting



### Grade Change

Thank you for submitting the Grade Change form.

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## Need More Help?

For questions or assistance, please contact the IT Help Desk at:

[helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu)

657-278-7777