Faculty Online Grade Change Request
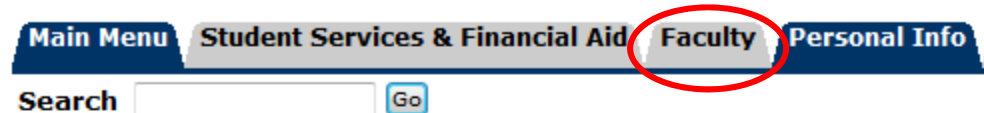
Making a Request

1. Log in to BannerWeb.
2. Select **Faculty Services** or the **Faculty Tab**.

3. Select the **Course Information Menu**.

Faculty Services

Course Information Menu
Faculty Schedule information. Class lists and waitlists. Enter Final Grades.

Advisor Menu
View student transcript (grade) information; includes current grades. Genera

Course Populations by Subject
View course enrollment totals, limits and waitlist totals by Subject area.

Faculty Annual Report Menu
Faculty Annual Report template, Instructional Activity report, and Sponsored

Instructional Activity Report
View summary information on Instructional Activity for multiple terms.
Reports available for previous years.

WPI Student Course Reports
The summary results of "end of course" **Student Course Reports**.
Can be searched by course or instructor.

4. Select **Grade Change Request**.

Faculty Course Information Menu

Term Selection
Select a term code, or change the term code you are viewing.
Course Selection
Choose a course for the term specified, or change the course selection you are viewing.
Course Selection (for Grading)
Project Summary list for Grading.

Faculty Teaching Schedule
View teaching schedule details. Includes enrollment numbers.
Faculty Schedule by Day and Time
Displays faculty schedule in week-at-a-glance format.
Class List Summary
Summary Class List. Enrollment count. Download to MSExcel
Detailed Class List
Class list with pictures!
Wait List Summary
Displays students currently on waitlists for your courses.

Final Grade Entry
Enter final grades for your courses. Click here for instructions via streaming video clip.
Grade Change Request
Request changes of final grades for students whose grades have been rolled to academic history and cannot be changed through Final Grade Entry.

5. Select a term and click submit. Any term for which you have courses assigned to you will be in the drop-down list.

6. Select a CRN or Projects, and click Submit.

WPI *trng*

| Main Menu | Student Services & Financial Aid | Faculty | Personal Info | Employee | Enrollment Management |

Search [   ] [Go]   RETURN TO MENU

Select CRN

Please enter the CRN you wish to access, or select a different term from the menu.

**For Project Grading ** Select either (Projects) -or- any project from the drop down list to access the Summary Project Grade Sheet.

After you select a course section, you may return to the menu. If so, just select the appropriate link for the process you are looking for.

CRN: [(A14) MA 1021 A01 - 10100 ▾]
        (A14) MA 1021 A01 - 10100
        (Projects)
[Submit]

7. Only students who have a grade that has been rolled to academic history will appear. Find the correct student in the list and use the dropdown menu in the New Grade column to select a new grade. You may enter new grades for more than one student in the course if necessary.

Request for Grade Change

Use this form to submit requests for grade changes for students whose grades are rolled to academic history and cannot be re-submitted through Final Grade Entry.

eCDR grade change requests and requests to change graduate student grades from F to W cannot be submitted here; see the appropriate academic committee.

This is a request form only; Registrar staff will review the request and make appropriate changes on the student's record. Pressing **Submit** on this form **DOES NOT CHANGE THE GRADE IMMEDIATELY.**

Course Information
CALCULUS I - MA 1021 A01
CRN: 10100
Students Registered: 33

⚠ Please submit any grade changes often. There is a 40 minute time limit starting at 11:24 am on Dec 17, 2014 for this page.

Record Sets: 1 - 25   26 - 29

Final Grades

Number	Student Name	ID	Credits	Original Grade	Date	Current Grade	New Grade	
1	Student, Joe	123456789	1/3 units		May 14, 2014	NR	None ▾	
2	Student, Cindy	123456789	1/3 units		May 14, 2014	C	None ▾	
3	Student, Mike	123456789	1/3 units		May 19, 2014	NR	None ▾	
4	Student, Julie	123456789	1/3 units		May 15, 2014	A	None ▾	

8. Click Submit at the bottom of the page to send your request for grade change to the Registrar's Office. A notification will appear at the top of your screen:

Request for Grade Change

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This is a request form only;Registrar staff will review the request and make appropriate changes on the student's record. Pressing **Submit** on this form **DOES NOT CHANGE THE GRADE IMMEDIATELY.**

Course Information
CALCULUS I - MA 1021 A01
CRN: 10100
Students Registered: 33

⚠ **Please submit any grade changes often. There is a 40 minute time limit starting at 10:38 am on Jan 07, 2015 for this page.**

Your grade change request(s) were submitted successfully. ←

Note: If you click submit __without__ entering any new grades, you will receive a different notification at the top of your screen:

You have made no changes. No grade change requests have been submitted. ←

Next Steps

- Once submitted, the new grade will continue to appear in the "New Grade" column. If you need to submit a different grade, enter the new grade and submit again. This will update your request.

- The new grade will continue to appear in the "New Grade" column until it has been processed by the Registrar's Office.

- When the Registrar's Office has completed processing your request, you and the student will receive an email notification.