Faculty Online Grade Change Request

Making a Request

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

WPI *trng*

Welcome, Sarah Miles, to the WWW Information System! Last

Sign Up Now to Update Crisis Contact Information
** New ** Maintain contact information to be used in the event of
Student Services & Financial Aid
Registration, enrollment, course schedule, academic records, student accounts, billing
Faculty Services
View Class lists and advisee information, Enter Grades, Student Course reports, and
Personal Information
Set up Computer Accounts; Change your PIN; set up, view or update your address(es
Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 do
WPI Object Search
Locate database objects
Enrollment Management
Curriculum change request management for Registrar and Academic Advising.

WPI Homepage
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. Generate.

- **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 Sponsor.

- **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.

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.

The 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 |

<table>
<thead>
<tr>
<th>Final Grades</th>
<th>Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Original Grade</th>
<th>Date Original Grade</th>
<th>Current Grade</th>
<th>New Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Student, Joe</td>
<td>123456789</td>
<td>3/3 units May 14, 2014</td>
<td>NR</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Student, Cindy</td>
<td>123456789</td>
<td>3/3 units May 14, 2014</td>
<td>C</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>Student, Mike</td>
<td>123456789</td>
<td>3/3 units May 19, 2014</td>
<td>NR</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>Student, Julie</td>
<td>123456789</td>
<td>3/3 units May 15, 2014</td>
<td>A</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>
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

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

*CRF 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 10:28 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.