


## New for Spring 2012 - Online Faculty Grade Changes in AppalNet/Banner Self-Service

Beginning for Spring 2012 grading, there are several new features available for faculty related to grading which will streamline the grading process for faculty. The most important feature is a new faculty **Grade Change Request** option that will be available under the **Faculty Services** tab in AppalNet/Banner Self-Service. This new grade change request allows faculty to enter grade changes for a single student or multiple students for their class roster in AppalNet/Banner Self-Service and replaces the e-mails to the Registrar's Office.



### Faculty Services

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View a student's major, schedule, address information, photo, and e-mail address

Regular Final Grade link

New Final Grade Change link

New Final Grade Summary link

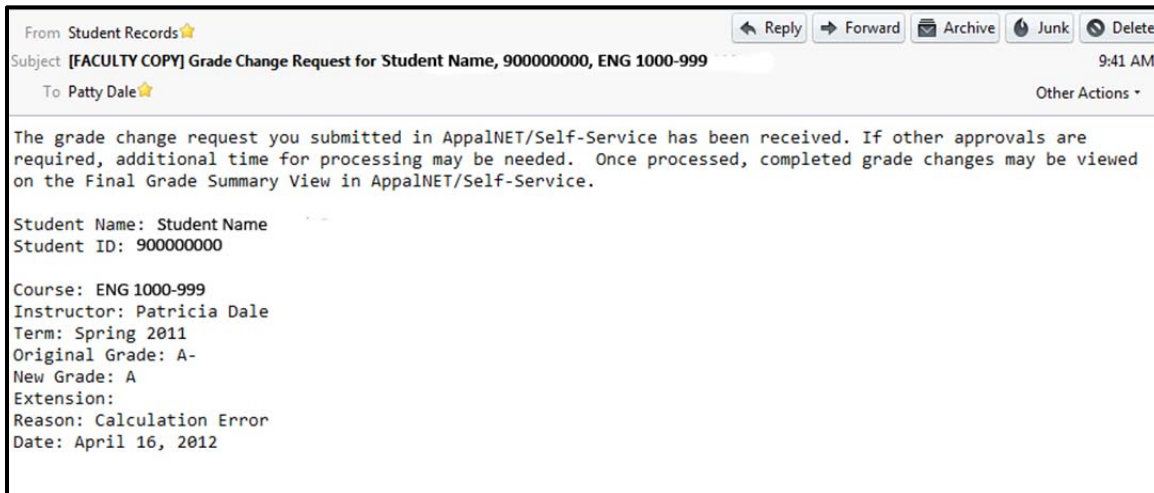
The new **Grade Change Request** page includes a drop down menu for the new grade and a grade change reason, as well as an extension date for completion for I grades.

Final Grades							
Record Number	Student Name	ID	Current Grade	New Grade	Incomplete Extension Date (MM/DD/YYYY)	Grade Change Reason	Latest Request
1		900	A	A		None	
2		900	A	A		None	
3		900	A-	A-		None	
4		900	A	A		None	
5		900	A	A		None	
6		900	A-	A-		None	
7		900	B	B		None	
8		900	A-	A-		None	

After the grade change request has been submitted, the faculty member can view the requested grade change with a date and time of submittal under the “**Latest Request**” column on the the **Grade Change Request** page.

Final Grades							
Record Number	Student Name	ID	Current Grade	New Grade	Incomplete Extension Date (MM/DD/YYYY)	Grade Change Reason	Latest Request
1		900	A	A		None	A to B on 04/14/2012 02:02:18 PM
2		900	A	A		None	
3		900	A-	A-		None	
4		900	A	A		None	
5		900	A	A		None	
6		900	A-	A-		None	
7		900	B	B		None	
8		900	A-	A-		None	

In addition, after the faculty member submits the grade change request, he/she receives an e-mail confirming that the request has been received by the Records area. The e-mail includes information about the student, course and grade.



### New Final Grade Summary View Page


There is another new Self-Service page for faculty called the **Final Grade Summary View** page. The new page gives the faculty member a view of their class roster with both the initial grades entered during the grading period (the Initial Grade) and the Final Grade, which reflects any grade changes. Once grades have rolled to Academic History, the Final Grade Worksheet is a frozen view of the grades entered during the grading period and does not reflect any requested grade changes. In the past, faculty were only able to see grade changes for a student by looking up each student’s academic transcript online -- a tedious process, especially if the faculty member had more than one student to check. Since some grade changes require additional approvals, the grades may not be immediately updated but as soon as the Records area of the Registrar’s Office has processed the grade change, those changes will be viewable on the new **Final Grade Summary View** page.

Below is a screenshot of the **Final Grade Summary View** page for a class:

Student Name	ID	Credits	Initial Grade	Final Grade
	900	4.000	I	A-
	900	4.000	I	A-
	900	4.000	I	I
	900	4.000	C	C
	900	4.000	A-	A-
	900	4.000	B	B


### New Final Grade Summary View for Advisors Page

The new **Final Grade Summary View of Advisors** page displays all of the advisor’s advisees and their grades (both Initial and the Final Grades) for the selected term. Previously, the advisor would have to look at the unofficial web transcript for each advisee. To access the page from the **Faculty Services** tab, the faculty/advisor selects the **Advisor Menu** and then the “**Final Grade Summary View for Advisors**” page. Below is a screenshot of **Final Grade Summary View of Advisors** page:

**Advisee Information**  
 (900 )

**Advisee Course and Grade Information**

Course	Credits	Level	Initial Grade:	Final Grade:
10263 GHY 3310 ENVIRON REMOTE SENSING 10264	3.000	U	I	A-
10284 PLN 3730 LAND USE REGULATIONS	3.000	U	I	A
10285 PLN 3800 INTRO QUANTITATIVE METHODS	3.000	U	B+	A
12749 PLN 4460 ENVIRON POLICY & PLANNING	3.000	U	A	A

**Advisee Information**  
 (900 )

**Advisee Course and Grade Information**

Course	Credits	Level	Initial Grade:	Final Grade:
10247 GHY 2812 GEOSPATIAL DATA & TECHNOLOGY 10249	3.000	U	A	A
10255 GHY 3013 NORTH CAROLINA	3.000	U	A	A-
10266 GHY 3800 INTRO QUANTITATIVE METHODS	3.000	U	A-	A
10279 PLN 2410 TOWN, CITY & REGIONAL PLAN	3.000	U	I	A
12804 ART 2030 ART FROM PREHISTORY TO 1400	0.000			WC
13666 P E 1754 WEIGHT TRAINING	0.000			WC
13728 P E 1819 RACQUETBALL	1.000	U	A	A

## New Web Page with Information about Final Grade Requests and New Grading Views

A new web page has been created with information about the new AppalNet/Banner Self-Service Grade Change process - <http://www.registrar.appstate.edu/gradechange.html> . Faculty can now log in to make grade changes in AppalNet/Banner Self-Service (rather than sending an e-mail to the Registrar's Office) by following these steps:

- Log into AppalNet/Banner Self-Service using your ASU username and password. In AppalNet, select the **Self-Service** tab.
- Select the **Faculty Services** tab.
- Select the **"Grade Change Request"** link.
- Select the **Term** of the course from the drop down menu.
- Select the **CRN/Course** from the drop down menu.
- Scroll down to the student whose grade needs to be changed. If necessary, you may change the grade for more than one student on the roster.
- Select the new grade from the **"New Grade"** drop down menu for the student.
- Select the reason from **"Grade Change Reason"** drop down menu. Please note that a reason is required.
- Under some circumstances, you will be prompted to enter an Extension Date.
- Click **"Submit"** when you have made all of your changes.
- Under the **"Latest Request"** column, you will see the requested change and the date and time of the request.
- Exit AppalNet/Banner Self-Service.
- You will receive an e-mail confirming the receipt of your grade change with a summary of your requested change for each student.

### Notes about the new Grade Change Request and Grading View pages

- You may view the grade changes submitted on the **Grade Change Request** page or on the new **Final Grade Summary View**.
- Incomplete grade changes done within a term are processed immediately by the system so you will see the change immediately on the **Grade Change Request** page or on the **Final Grade Summary View**.
- Other grade changes are processed by our Records and Graduation Area and may take several days to be completed. Please check back later to view the completed/processed grade change on the **Grade Change Request** page or on the **Final Grade Summary View**.
- Please do not reload/refresh your browser page when submitting grade changes as this will generate multiple e-mails.
- The **Grade Change Request** page is available after grades have rolled for the term. If you have a grade change for the current term, you can make that change under the regular **Final Grades** link on the **Faculty Services** tab.
- For a very small number of grade changes (e.g., Pass/Fail, Audit or grade changes prior to Fall 2007), you will not have the option to grade online. Please contact the Records Area of the Registrar's Office at 828-262-2051 or [studentrec@appstate.edu](mailto:studentrec@appstate.edu) for information on submitting those grade changes.
- If you are an advisor with students assigned to you, you can view your advisees' grades (both initial and final) for the term by using the **Final Grade Summary View for Advisors** under the Advisor Menu.
- For deadlines for incomplete grade and grade change submissions or more information about faculty grading, please see the Faculty Grading page at <http://www.registrar.appstate.edu/grading.html>