

The electronic change of grade link is part of Faculty Self-Service Grading and can be accessed by all faculty. Below are step-by-step directions on how to access and utilize the online Change of Grade via FAU Self-Service. If you have any questions, feel free to contact the Registrar's Office at registrar@fau.edu or call 561-297-3050.

Instructions for Faculty to File a Change of Grade

1. Log into Banner Self Service by going to <https://myfau.fau.edu>
2. Click on SIGN IN. Then click on FAU SELF-SERVICE.
3. Enter your user name and password. Click the Login button.
5. Click on the Faculty Services tab and the Faculty Services Menu will display as shown below.
6. Click on the tile marked **Grade Changes** then follow the drop down selections to find the term, course, and student for the change.

Faculty Services

Note : Mid-Term grades will not be visible during the Final Grading period.

Student Information and Registration Menu	Term Selection	CRN Selection	Student ID Selection	Faculty Detail Schedule
Week at a Glance	Active Assignments	Assignment History	Detail Class List	Summary Class List
Final Grades <small>All final grading is to be conducted in Canvas eGrades. If you have any issues with Canvas eGrades, please contact the Help Desk by submitting a ticket using this link.</small>	Registration Overrides	Add or Drop Classes (Student PIN Required)	Look Up Classes and Register (Student PIN Required)	Search Schedule of Courses
Course Catalog	Summary Wait List	Midterm Grades <small>All mid-term grading is to be conducted in Canvas eGrades. If you have any issues with Canvas eGrades, please contact the Help Desk by submitting a ticket using this link.</small>	Detail Wait List	Make a Payment

Grade Changes

7. Select Term and choose your Course from the drop down box.

Grade Manager

Class Information

Term: Course:

Course: Spring 2014 (201401)
Fall 2013 (201308)
Summer 2013 (201305)
Location: Spring 2013 (201301)

Students

Student ZNumber Student Last Name Clear Search Change Grade

ZNumber	Last Name	First Name	Middle Name	Grade	Change Reason	Grade Comment
---------	-----------	------------	-------------	-------	---------------	---------------

Page 0 of 0 No data to display

8. Choose the class name and section.

Grade Manager ?

Class Information

Term: Summer 2013 (201305) Course: |

Course:

Title:

Location:

Students

ZNumber	Last Name	First Name
---------	-----------	------------

ARE 4313 (001) Art: Elementary School (CRN 52043) Boca Raton (01)

ARE 4313 (002) Art: Elementary School (CRN 58026) Distance Learning (76)

ARE 4313 (010) Art: Elementary School (CRN 54030) Jupiter (18)

BOT 4503 (001) Principles of Plant Physiology (CRN 57760) Boca Raton (01)

BOT 4503L (001) Principls Plant Physiology Lab (CRN 57761) Boca Raton (01)

BSC 1005 (002) Life Science (CRN 50124) Boca Raton (01)

BSC 1005L (001) Life Science Lab (CRN 56834) Boca Raton (01)

BSC 1005L (002) Life Science Lab (CRN 56835) Boca Raton (01)

BSC 1005L (003) Life Science Lab (CRN 50200) Boca Raton (01)

BSC 1005L (004) Life Science Lab (CRN 50201) Boca Raton (01)

BSC 1005L (005) Life Science Lab (CRN 54256) Boca Raton (01)

BSC 1010 (001) Biological Principles (CRN i) Boca Raton (01)

BSC 1010L (001) Biological Principles Lab (CRN 50202) Boca Raton (01)

BSC 1010L (002) Biological Principles Lab (CRN 50203) Boca Raton (01)

Page 0 of 0 No data to display

9. Choose the student you want to enter a grade change and double click to add new grade information. (Student Z numbers and names removed for instructions purposes only.)

Grade Manager ?

Class Information

Term: Course:

Course: BSC 1010 (001)

Title: Biological Principles

Location: Boca Raton

Students

ZNumber	Last Name	First Name	Middle Name	Grade	Change Reason	Grade Comment
				C+		
				A		
				B+		
				A		
				W	Not Updatable	
				A		
				A		
				B		
				B		
				C+		
				A		
				B		
				A		
				B		
				B		
				B-		
				F		
				B		
				D+		
				A		

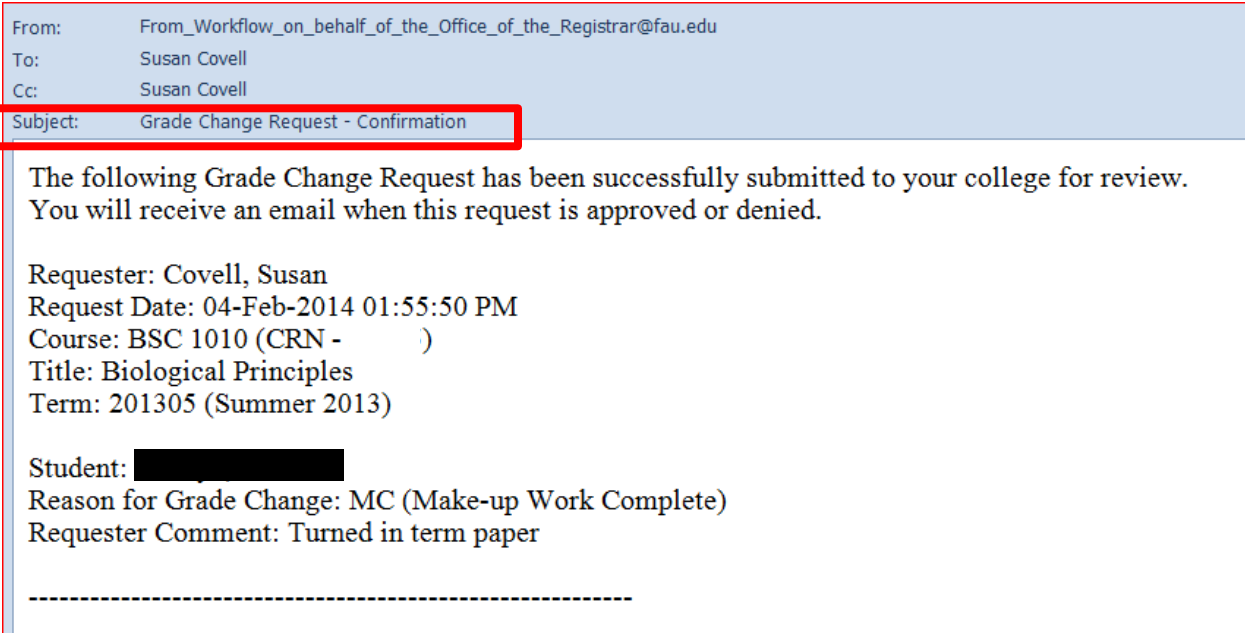
Page 1 of 7 Displaying 1 - 25 of 162

10. Record the new grade, reason, and instructor comment. Incomplete grade requests will also require an extension due date, incomplete final grade, and grade comment. Click on **Submit** when all fields are complete.

The screenshot shows the 'Grade Manager' application window. At the top, there is a 'Class Information' section with dropdown menus for 'Term' (Summer 2013 (201305)) and 'Course' (BSC 1010 (001) Biological Principles (CRN) Boca Raton (01)). Below this, the course details are listed: 'Course: BSC 1010 (001)', 'Title: Biological Principles', and 'Location: Boca Raton'. A 'Students' table is visible in the background, with columns for 'ZNumber' and 'Last N'. A 'Change Grade' dialog box is open in the foreground, containing the following fields: 'Student:' (with a search icon), 'Current Grade:' (C+), 'New Grade:' (dropdown menu), 'Reason for Grade Change:' (dropdown menu), 'Instructor Comment:' (text area), 'Extension Date:' (2014-08-06 with a calendar icon), 'Incomplete Final Grade:' (dropdown menu), and 'Grade Comment:' (dropdown menu). The 'Submit' button at the bottom left of the dialog box is circled in red. The 'Cancel' button is at the bottom right. The bottom of the application window shows a pagination bar with 'Page 1 of 7' and 'Displaying 1 - 25 of 162'.

11. Instructor should repeat process if they have another grade change.

12. The instructor who submits the grade change will be recorded as the requestor. All instructors associated with the section will receive notification of the request via email after the request is submitted.



From: From_Workflow_on_behalf_of_the_Office_of_the_Registrar@fau.edu
To: Susan Covell
Cc: Susan Covell
Subject: Grade Change Request - Confirmation

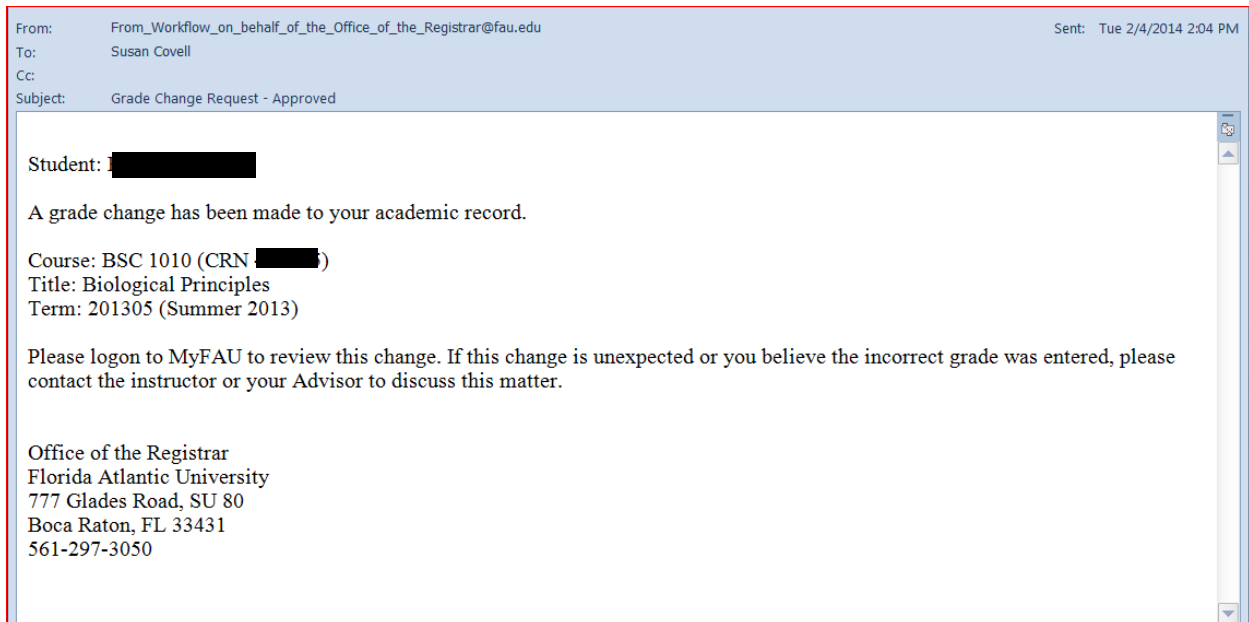
The following Grade Change Request has been successfully submitted to your college for review. You will receive an email when this request is approved or denied.

Requester: Covell, Susan
Request Date: 04-Feb-2014 01:55:50 PM
Course: BSC 1010 (CRN -)
Title: Biological Principles
Term: 201305 (Summer 2013)

Student: [REDACTED]
Reason for Grade Change: MC (Make-up Work Complete)
Requester Comment: Turned in term paper

Note: A red arrow points to the 'Requester' information in the original image.

13. Approved grade change will also generate an email notification to the student. (Grade information will be excluded in the email for FERPA protection and students must check self-service Banner for grade information).



From: From_Workflow_on_behalf_of_the_Office_of_the_Registrar@fau.edu
To: Susan Covell
Cc: Susan Covell
Subject: Grade Change Request - Approved

Sent: Tue 2/4/2014 2:04 PM

Student: [REDACTED]

A grade change has been made to your academic record.

Course: BSC 1010 (CRN [REDACTED])
Title: Biological Principles
Term: 201305 (Summer 2013)

Please logon to MyFAU to review this change. If this change is unexpected or you believe the incorrect grade was entered, please contact the instructor or your Advisor to discuss this matter.

Office of the Registrar
Florida Atlantic University
777 Glades Road, SU 80
Boca Raton, FL 33431
561-297-3050