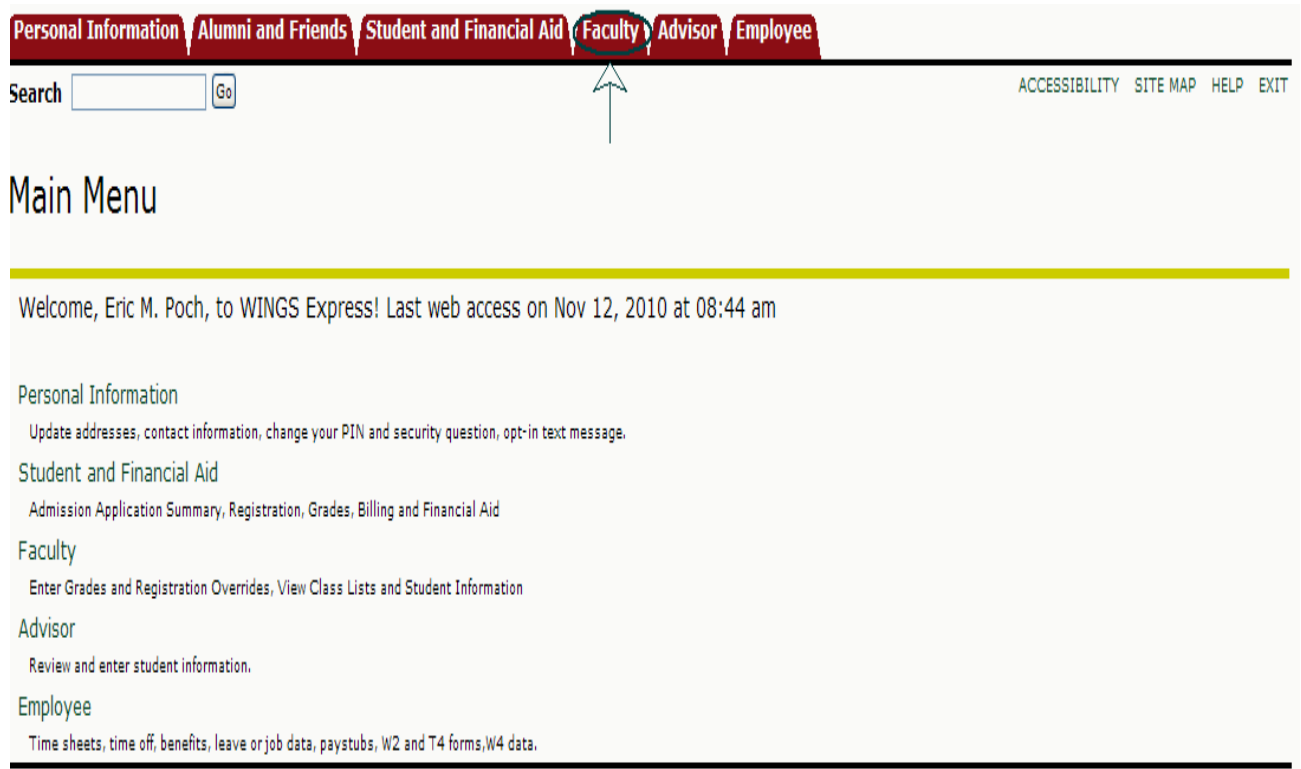


Grade Change Workflow

1. Choose Faculty Tab from Menu.



The screenshot shows the top navigation bar of the WINGS Express system. The navigation tabs are: Personal Information, Alumni and Friends, Student and Financial Aid, Faculty, Advisor, and Employee. The 'Faculty' tab is circled in red, and a white arrow points to it from below. Below the navigation bar is a search box with a 'Go' button and links for ACCESSIBILITY, SITE MAP, HELP, and EXIT. The main content area is titled 'Main Menu' and contains a welcome message for Eric M. Poch, dated Nov 12, 2010 at 08:44 am. Below the welcome message are links to various menu items: Personal Information, Student and Financial Aid, Faculty, Advisor, and Employee, each with a brief description of the services available.

Personal Information Alumni and Friends Student and Financial Aid **Faculty** Advisor Employee

Search ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, Eric M. Poch, to WINGS Express! Last web access on Nov 12, 2010 at 08:44 am

Personal Information
Update addresses, contact information, change your PIN and security question, opt-in text message.

Student and Financial Aid
Admission Application Summary, Registration, Grades, Billing and Financial Aid

Faculty
Enter Grades and Registration Overrides, View Class Lists and Student Information

Advisor
Review and enter student information.

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

Grade Change Workflow

2. Choose Faculty Grade Summary.

Personal Information **Alumni and Friends** **Student and Financial Aid** **Faculty**

Search

Faculty Menu

Term Selection
List of terms used with services below.

Course Catalog
Summary information about WSU courses

Class Schedule Search
Detail information by term for class sections.

Look Up Classes
Look up classes by searches.

ID Selection
Enter a student ID for student services below.

CRN Selection (Your Sections)
Select a CRN (Course Reference Number) to use with the services below.

Faculty Detail Schedule
Detail information like enrollment and more of each class being taught by you.

Active Assignments
Your currently assigned classes.

Registration Overrides
Permit overrides by term for a student.

Summary Class List
Summary list of registered students in a selected CRN.

Detail Class List
Detail information about students in a selected CRN.

Final Grades
Enter final grades for the selected CRN.

Week at a Glance
Your class schedule by day and time.

Assignment History
Past and present class assignments beginning with Summer 2006.

Faculty Grade Summary New
View past term grades and request changes to grades.

Grade Change Workflow

3. Select Term associated with grade change.

WINGS EXPRESS

Personal Information Alumni and

Search

Select Term

Select a Term: ▼

[Return to Menu](#)

4. Select CRN associated with grade change.

Select a CRN

CRN: ▼

Select your CRN associated with student grade change.

[[Enter CRN Directly](#)]

Grade Change Workflow

5. Select grade change link to initiate a grade change for a student.

Faculty Grade Summary

1 - 25 of 53 Next

Course Information

CRN:

Students Registered:

Student Name	ID	Credits	Registration Status	Original Grade	Current Grade	Grade Change
		1.000	**Web Registered** Nov 12, 2009	C	C	Change Grade
		1.000	**Web Registered** Oct 20, 2009	A	A	Change In Progress
		1.000	**Web Registered** Oct 15, 2009	A	A	Change Grade
		1.000	**Web Registered** Oct 14, 2009	A	A	Change Grade
		1.000	**Web Registered** Oct 22, 2009	A	A	Change Grade

Faculty Grade Summary

1 - 25 of 45 Next

Course Information

CRN:

Students Registered:

GRADE CHANGES CANNOT BE INITIATED UNDER THE FOLLOWING CONDITIONS:

Not Gradable: K and W grades are not eligible for grade changes.


Degree Awarded: Students who have graduated are not eligible for grade changes.

Change In Progress: Cannot submit another grade change when one is already in progress.

Student Name	ID	Credits	Registration Status	Original Grade	Current Grade	Grade Change
		4.000			W	Not Gradable
		4.000			W	Not Gradable
		4.000	**Web Registered** Dec 22, 2009	B	B	Change Grade
		4.000	**Web Registered** Dec 22, 2009	C	C	Change Grade
		4.000	**Web Registered** Dec 27, 2009	C	C	Degree Awarded
		4.000	**Registered** Jan 07, 2010	C	C	Change Grade
		4.000	**Web Registered** Nov 30, 2009	X	X	Change In Progress
		4.000	**Web Registered** Oct 27, 2009	X	X	Change In Progress
		4.000	**Web Registered** Oct 26, 2009	B	B	Change Grade
		4.000	**Registered** Jan 07, 2010	A	A	Change Grade
		4.000	**Web Registered** Oct 25, 2009	B	B	Change Grade
		4.000	**Registered** Oct 13, 2009	C	C	Degree Awarded
		4.000			W	Not Gradable

Grade Change Workflow

6. Grade Change Request must include New Grade and Grade Change Reason prior to submission. Grade Change Reason options are as follows: Instructor Correction, Make-up Work Complete, Incomplete Contract, and Expired Incomplete Contract.



WSU Workflow
Grade Change Request

[Logoff](#)
[Help](#)
[FAQ](#)

Submitter Info

Name:

Email:

Phone:

Grade Change Info

Uid:

Name:

Email:

Term:

CRN:

Title:

Grade: C

New Grade: **MUST CHOOSE NEW GRADE**

Reason: **MUST CHOOSE GRADE CHANGE REASON**

Faculty Info

Primary:

Email:

Secondary:

Notes:

Grade Change Workflow

7. Close the Grade Change Request window after grade change submission. Every new grade change request creates a new window.

WSU Workflow - Grade Change Request - Windows Internet Explorer

https://was3-test.wright.edu:8443/workflow/5vtSmartForm#Top

File Edit View Favorites Tools Help

WSU Workflow - Grade Change Request

BE SURE TO CLOSE THIS GRADE CHANGE REQUEST WINDOW AFTER GRADE CHANGE SUBMISSION. EACH NEW GRADE CHANGE OPENS A NEW WINDOW.

WSU Workflow
Grade Change Request

Logoff
Help
FAQ

Form has been created. Workflow has started.

Submitter Info	
Name:	Eric M.Poch
Email:	eric.poch@wright.edu
Phone:	937.775.5606

Grade Change Info	
UID:	
Name:	
Email:	
Term:	Spring 2010
CRN:	31774
Course:	EDS-333-03
Grade:	C
New Grade:	B
Reason:	Instructor Correction

Faculty Info	
Primary:	
Email:	
Secondary:	

Grade Change Workflow

8. When submitting a change to a grade of "I", a new block is opened in the form with additional fields. These fields are required to submit a grade change request of "I" (Incomplete). A link to a copy of the Faculty-Student Agreement for the Grade of Incomplete is also included for reference only.

Grade Change Info

UID: [REDACTED]
Name: [REDACTED]
Email: [REDACTED]
Term: Spring 2010
CRN: 31774
Course: EDS-333-03
Grade: X
New Grade: I ← GRADE OF "I" SELECTED.
Reason: Incomplete Contract

Incomplete Contract Info

Reason for the "I" grade and nature of work to be completed:

[REDACTED]

Date by which work is to be completed:

[REDACTED]

Faculty-Student Agreement:

Student is aware of the contract details
 Student was unavailable for contract review

[Faculty-Student Agreement for the Grade of Incomplete](#) (for reference only)

Grade Change Workflow

Incomplete Contract Info

Reason for the "I" grade and nature of work to be completed:

Student missed the final exam and documented her extenuating circumstances

Date by which work is to be completed:

11/30/2010

Faculty-Student Agreement:

Student is aware of the contract details
 Student was unavailable for contract review

[Faculty-Student Agreement for the Grade of Incomplete](#) (for reference only)

THE REASON FOR THE "I" GRADE, THE DATE BY WHICH WORK IS TO BE COMPLETED, FACULTY-STUDENT AGREEMENT FIELDS MUST BE INCLUDED.

THIS INFORMATION REPLACES THE "INCOMPLETE CONTRACT".

Copy of "Incomplete Contract"

- After submission of a grade change request, the request is sent to the applicable (based on subject code of course) department chair's Worklist queue.

Home

Worklist

[Logoff](#) [Help](#)

Organization	Workflow	Activity	Priority	Created
Root	Grade Change - U00011222 - JOHN DOE	Dept Approval	Normal	12-Nov-2010 09:21:22 AM
	Ready			

Grade Change Workflow

10. Department Chair selects grade change request and is required to take action.

Worklist

Grade Change


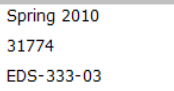
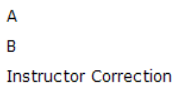
Hide Menu Logoff Help

Please act on grade change.

Submitter Info

Name: Eric M. Poch
Email: eric.poch@wright.edu
Phone: 937.775.5606

Grade Change Info

UID: 
Name: 
Email: 
Term: Spring 2010
CRN: 31774
Course: EDS-333-03
Grade: A
New Grade: B
Reason: Instructor Correction

Faculty Info

Primary: Wallace L. Neikirk
Email: wallace.neikirk@wright.edu
Secondary: Steven W. Skolik (steven.skolik@wright.edu), Eric M. Poch (eric.poch@wright.edu)

Optional Notes:

Grade Change Workflow

DEPARTMENT CHAIR MUST SELECT AN ACTION OF APPROVE OR REJECT.
IF REJECTED A REASON MUST BE PROVIDED.

Take Action

Audit: GradeChg | EDS-333-03 | Log_Begin | Begin | 11/12/2010 09:21:02

* Action: Approve
Reject

*If rejected, you **MUST** provide a reason.*

Reject Reason:

Complete Save & Close Cancel

12. If rejected, you will receive an email which should contain a reason for rejection.

13. If approved, the Registrar's Office will receive the grade change request in their Worklist queue for final action. The Registrar's Office may either:

- a. *Approve - The grade change request is processed on the student's record and you and the student are emailed following this action.
- b. Reject - You will receive an email which should contain a reason for rejection.

*If the submitter of the grade change request differs from the primary faculty assigned to the course, the primary faculty member will also receive an email.