Quick Step Guide:

This is intended to give you the high level steps to submitting a grade change within workflow. Once you have logged into AUAccess, navigate to the Faculty section and follow the steps below to submit a grade change:

1. In the Faculty Grading card, select "Faculty Grade Change"
   a. Select "Faculty Grade Change"
   b. Enter the following fields:
      i. **Workflow Specifics Name** – make this unique to the student – their name, banner ID, etc. - if you leave it blank it will default to "undefined"
      i. **Student_Banner_ID** – enter the student's 902/903 number or their GID (userid)
   c. Press the "Start Workflow" button
2. On the left side of the screen, refresh your queue by pressing "Worklist" under "HOME". You may need to do this two or three times until the workflow name you assigned appears in your queue.
   a. Select the work flow by clicking on the work flow name.
3. The grade change form will give you the courses found for the student. There are two options depending on the number of courses found:
   a. If there is only one course, it will be shown with two additional fields:
      i. **New Grade** – enter the new grade for the course shown.
      ii. **Reason for the Change** – enter a reason for the grade change.
      iii. Press **COMPLETE** at the bottom of the page.
   b. If there is more than one course found, they will be displayed in a table with three additional fields:
      i. **Table Entry of Course to be Changed** – This is a drop down box with the numbers 01-15 that correspond to the rows in the table. Select the row that contains the course grade you want to change.
      ii. **New Grade** – enter the new grade for the course.
      iii. **Reason for the Change** – enter a reason for the grade change.
      iv. Press **COMPLETE** at the bottom of the page.

This completes the submission process of the grade change. You will receive an e-mail confirmation with the information you entered. You will receive a secondary e-mail once the grade has been changed in the Registrar's Office.

If you need to see the status of the grade change, follow the steps below.

VIEWING A GRADE CHANGE:

1. In AUAccess, in the Faculty section, find the "My Processes" portal within the Faculty Quick Access card – Select "Faculty Grade Change Student View"
2. Enter the following fields:
   a. **Workflow Specifics Name** – this can be whatever you wish – if you leave it blank it will default to "undefined"
   b. **Student_Banner_ID** – enter the student's 902/903 number or their GID (userid)
3. Press the "Start Workflow" button
4. On the left side of the screen, refresh your queue by pressing "Worklist" under "HOME". You may need to do this two or three times until the workflow name you assigned appears in your queue.
   a. Select the work flow by clicking on the work flow name.
5. You will see a list of all grade changes submitted for this student along with a current status.
6. If you would like detailed information on a particular grade change, select the corresponding number in the drop down box provided and press COMPLETE.
   a. If you do not want to view any detailed information, leave "XX" in the selection box and press the COMPLETE button – this will stop the work flow and remove it from your queue.
7. The detail screen will provide you the approver's name and the date/time stamps of when certain steps were completed.
8. Once you have finished reviewing the detailed information, press COMPLETE to stop the work flow and remove it from your queue.