Approving Grade Changes

Job Aid

for

Level 1 & Level 2 Grade Change Approvers
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Overview
Faculty and Roster Contacts can request a grade change for any grade roster that is complete. Grade changes must be approved at the department office (level 1) and then at the College office (level 2). If approved by both levels, the grade is posted to the student’s transcript and the student receives an email notification of the change.

This document will show you how to access the grade approval page and manage grade changes at both Level 1 and Level 2.

Navigate to the Grade Change Approval Screen
The Grade Change Approval screen is actually a work list inside of PeopleSoft. There are several ways to get there.

A. You can go directly to the URL https://cs.oasis.asu.edu and login with your ASURITE ID and password.
B. You can go to My ASU (http://my.asu.edu) and click on the CS link in the “Quick links” section of the screen (it’s on the left side of the page)
C. Once you have logged into PeopleSoft, the Work List link will be in the upper right corner of the screen
Level 1 Approval

When you click on the **Worklist** link in the upper right corner of the PeopleSoft screen, your worklist will display.

You will see grade changes submitted for your approval/denial. Each row represents a class with grade changes. Select a class to work by clicking on the Link for the class.

Grade changes for the selected class will display for your approval/denial.
Select **L1 Approved** to approve
Select **Denied** to deny the change.
When you select any of the grade change statuses, the screen will give you the place to enter a short comment. Denials REQUIRE a reason/comment be entered. We encourage a comment for approvals as well. When finished, click **Submit**.

Select your next work list action from the available options:

- [View Worklist](#)
- Previous in Worklist
- Next in Worklist

When all the grade changes are approved or denied, the item will be removed from your worklist.

Items remain on your worklist until you complete all of the items on the list.
Level 2 Approval
The level 2 approver follows the same steps as a level 1 approver. Login to PeopleSoft (see the first section of this document)

Click on your **Worklist** link.

You will see grade changes submitted for your approval/denial. Each row represents a class with grade changes. Select a class to work on by clicking on the Link for the class.

Grade changes for the selected class will display for your approval/denial. Select **L2 Approved** to approve. Select **Denied** to deny the change.
When you select any of the grade change statuses, the screen will give you the place to enter a short comment. Denials REQUIRE a reason/comment be entered. We strongly encourage comments for approvals as well. When finished, click **Submit**.

You will see the status of the grade change changed to **Success**. If you see Errors on the class, click on the Errors link, review the message, and contact the Help Desk if necessary.

The grade change will be immediately posted to the student’s record, and an email sent to them notifying them that a change has been made.

You can return to your worklist via any of the buttons at the bottom of the screen.
## Revisions

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<th>Date of Change</th>
<th>Editor</th>
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<td>Paul Stoll</td>
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