Grade Changes

If a student's grade requires changing, you are able to do this through the Change Grades page. There are many reasons why a student's grade may require changing but a simple example would be when a mistake and\or typo may has been made. The process described in this section starts the necessary steps to have a grade change submitted and approved.

- 1. <u>Login</u>, if you are not logged in already.
- Navigate to the change grades page by clicking Campus Solutions > Self
 Service > Online Grading > Change Grades
- 3. Enter desired information into **Search Criteria** fields. **Mandatory** fields are Institution, Career, Term and Dept/Faculty. Optional fields are Subject and Course.

4. Click the **Search** button.

Faculty Center O		Online Grading Search		Learning Management	
Search Crit	eria:				
Institution:	MCMST Q	McMaster University			
Academic Career	ugrd Q	Undergraduate			
Term:	2159 🔍	2015 Fall			
Dept / Faculty:	43059 Q	Biology			
Optional					
Subject:	Q				
Course:	Q				
Filter Options:		▼			
searc	h	clear			

Note the following:

Institution: MCMST for McMaster

Academic Career: There are six academic careers that have been identified at McMaster. Please select Undergraduate Programs (UGRD)

Continuing Education Professional Development (CCE) – to include programs focused on continuing education and professional development which may or may not award a Certificate of Completion, Certificate, or Diploma

Divinity (DIV) – to include programs credentialed by Divinity College and is included on their transcript

Independent Programs (IND) –focused on continuing education and professional development which may or may not award a Certificate or Diploma and are administered by various Departments across the University. These programs are not considered part of the Undergrad / Graduate curriculum.

Graduate Programs (GRAD) - to include all post-degree Graduate level programs that award a Master's, PhD, or Graduate Post-Degree or Diploma

Medicine Programs (MED) - to include clinical medical education program(s) such as the Doctor of Medicine or programs which result in residency qualification

Undergraduate Programs (UGRD) – to include all undergraduate and professional programs which award an undergraduate level credential, such as Bachelor's, Certificates and Diploma's

Term: There are three terms at McMaster, Fall, Winter and Spring/Summer. The coding used for the term in Mosaic is derived from the year and term. For example, 2151 indicates the year 2015 (drop the zero) plus the month the term starts in . In this example it is "1" for January. (the options will be 1 for January, 5 for May and 9 for September).

Session: Sit outside the parameters of a term. They can be within a term or span multiple terms. i.e. CCE might teach a weekend course that they create a session for.

Academic Program: Used to group one or more academic plans which:

- Have a similar set of academic policies / requirements
- Are a similar type of plan (i.e. Visiting, Bachelors, Masters) and /or area of study
- Are associated to a specific Academic Group (i.e. Faculty) and Career

This chart shows more details about the code structure.

Career	Program based on	Code Structure	Example
CCE	combination of CCE and Area of Study	XZZZZ	CACCT
DIV	combination of Divinity and Credential / Type of program	XXXZZ	DIVPH
IND	Combination of IND and Area of Study	IZZZZ	ILBCR
GRAD	combination of Career, Area of Faculty and Credential / Type of program	XYYZZ	GHSPH
MED	combination of MED and Credential / Type of program	XXXZZ	MEDRS
UGRD	combination of the Career, Faculty and Credential /	XYYZZ	USBHC

Type of Program

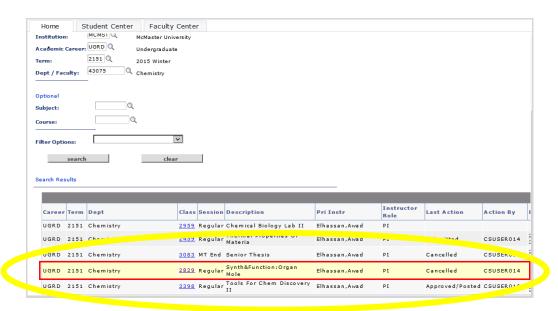
X = Career Indicator

Y = Faculty / Area of Study

Z = Credential / Type of Program

Academic Plan: In addition to an Academic Program, a student is associated to one or more Academic Plan(s). Examples – English, Business, Civil Engineering, Chemistry, etc. A minimum of one Academic Plan must be associated to a student when they are admitted into a program.

Select the desired Class from the search results table by clicking on the Class Number link.

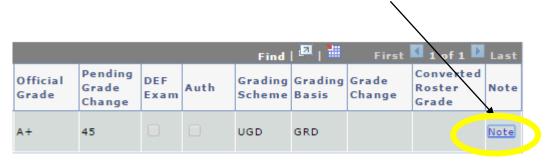


6. Enter the new grade in the Grade Change Column for the desired students.

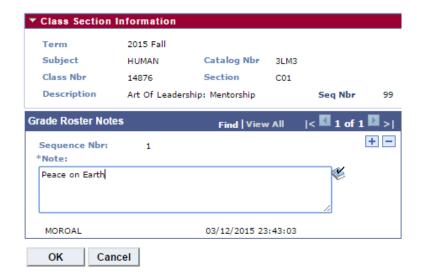


7. **OPTIONS**: Before submitting grade change(s) you have the option to add a "Note" that will accompany the grade change with submission to the Approver(s).

Click on the **Note** link in the far right column to add your note:

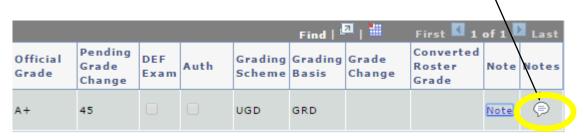


Enter note to Approver regarding the grade change:

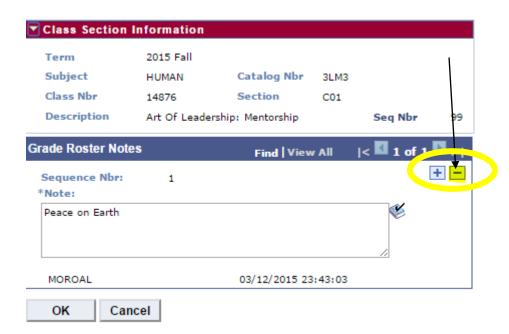


Once note is completed, click on "OK" button underneath the text box.

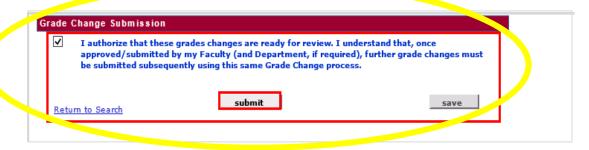
Now you will see a bubble icon to the right of the <u>Note</u> link indicating that a note has been added for this student's grade change. To read the message you can click on the bubble icon:



To remove the note that you added, click on the blue <u>Note</u> link followed by the (-) symbol, and click 'OK'. If you change your mind, click 'Cancel'. Only the person who adds the note can remove the note.



- 8. Click the "I Authorize..." check box at the bottom of the page.
- 9. Click the **Submit** button.



10. The selection of the 'Submit' button will trigger an email notification to the relevant Department Administrators and Faculty Approvers to notify them that a grade change has been submitted and is ready for their review.

1:	11. If you wish to cancel after submitting the grade change, you may click the Cancel button to abort the approval process.					