

## 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 have been made. The process described in this section starts the necessary steps to have a grade change submitted and approved.

1. [Login](#), if you are not logged in already.
2. 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.

<b>Faculty Center</b>	<b>Online Grading</b>	<b>Search</b>	<b>Learning Management</b>
grade entry	grade approval	grade change	

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### Grade Change

**Search Criteria:** Rectangular

**Institution:**   McMaster University

**Academic Career:**   Undergraduate

**Term:**   2015 Fall

**Dept / Faculty:**   Biology

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Optional

**Subject:**

**Course:**

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**Filter Options:**

**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.

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

Home Student Center Faculty Center

Institution:  McMaster University

Academic Career:  Undergraduate

Term:  2015 Winter

Dept / Faculty:  Chemistry

Optional

Subject:

Course:

Filter Options:

Search Results

Career	Term	Dept	Class	Session	Description	Pri Instr	Instructor Role	Last Action	Action By
UGRD	2151	Chemistry	<a href="#">2939</a>	Regular	Chemical Biology Lab II	Elhassan, Awad	PI		
UGRD	2151	Chemistry	<a href="#">2429</a>	Regular	Chemical Properties of Material	Elhassan, Awad	PI	Cancelled	CSUSER014
UGRD	2151	Chemistry	<a href="#">3083</a>	MT End	Senior Thesis	Elhassan, Awad	PI	Cancelled	CSUSER014
UGRD	2151	Chemistry	<a href="#">2829</a>	Regular	Synth&Function:Organ Mole	Elhassan, Awad	PI	Cancelled	CSUSER014
UGRD	2151	Chemistry	<a href="#">3398</a>	Regular	Tools For Chem Discovery II	Elhassan, Awad	PI	Approved/Posted	CSUSER014

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

Faculty Center | Online Grading | Advisor Center | Search | Learning Management

grade entry || grade approval || grade change

**Grade Change**

Create Grade Change Request > 2015 Winter > McMaster University

Class: CHEM 20D3 C01 (2829) Synth&Function:Organ Mole  
 Session: 1 2829 [Return to Search](#)  
 Last Action:  
 Action by: CSUSER014  
 Filter by Official Grade:

Student Nbr	Last	First	Lvl	Program/Plan	Official Grade	Pending Grade Change	Auth	Grading Scheme	Grading Basis	Grade Change	Converted Roster Grade	Note
<input type="checkbox"/> 001164106	Kwan	Victor	2	Science Honours Chemistry	D	<input type="checkbox"/>	<input type="checkbox"/>	UGD	GRD	<input type="text"/>	<input type="text"/>	<a href="#">Note</a>
<input type="checkbox"/> 001301035	Arvai	Michael	2	Science Honours Chemistry	D	<input type="checkbox"/>	<input type="checkbox"/>	UGD	GRD	<input type="text"/>	<input type="text"/>	<a href="#">Note</a>
<input type="checkbox"/> 001302596	Sequeira	Shanel	2	Science Honours Chemistry	D	<input type="checkbox"/>	<input type="checkbox"/>	UGD	GRD	<input type="text"/>	<input type="text"/>	<a href="#">Note</a>

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:

Official Grade	Pending Grade Change	DEF Exam	Auth	Grading Scheme	Grading Basis	Grade Change	Converted Roster Grade	Note
A+	45	<input type="checkbox"/>	<input type="checkbox"/>	UGD	GRD			<a href="#">Note</a>

Enter note to Approver regarding the grade change:

**Class Section Information**

Term: 2015 Fall  
 Subject: HUMAN Catalog Nbr: 3LM3  
 Class Nbr: 14876 Section: C01  
 Description: Art Of Leadership: Mentorship Seq Nbr: 99

**Grade Roster Notes** Find | View All | 1 of 1

Sequence Nbr: 1


\*Note:

MOROAL 03/12/2015 23:43:03

OK Cancel

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

Now you will see a bubble icon to the right of the [Note](#) 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:

Official Grade	Pending Grade Change	DEF Exam	Auth	Grading Scheme	Grading Basis	Grade Change	Converted Roster Grade	Note	Notes
A+	45	<input type="checkbox"/>	<input type="checkbox"/>	UGD	GRD			<a href="#">Note</a>	

To remove the note that you added, click on the blue [Note](#) 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.

**Class Section Information**

Term: 2015 Fall  
 Subject: HUMAN      Catalog Nbr: 3LM3  
 Class Nbr: 14876      Section: C01  
 Description: Art Of Leadership: Mentorship      Seq Nbr: 99

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**Grade Roster Notes**

Sequence Nbr: 1

\*Note:  
 Peace on Earth

MOROAL      03/12/2015 23:43:03

OK      Cancel

8. Click the “**I Authorize...**” check box at the bottom of the page.

9. Click the **Submit** button.

**Grade Change Submission**

I authorize that these grades changes are ready for review. I understand that, once approved/submitted by my Faculty (and Department, if required), further grade changes must be submitted subsequently using this same Grade Change process.

[Return to Search](#)      **submit**      save

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.

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



