

Instructor Guide for Online Grade Change Requests

The online grade change system is a paperless^{*}, electronic workflow that allows grade change requests to be submitted, approved, and updated online.

Instructors listed as the primary instructor of record may submit grade changes online in Howdy. Other individuals listed as "graders" for a course are NOT eligible to make grade change requests.

Grade changes can only be entered after a course has been officially graded and the grades posted to a student's records. If no grades are viewable on your course roster (or no X grades are appearing) then the course has not been graded yet. Please contact <u>recordsadmin@tamu.edu</u> if you have questions about your course being graded.

- 1. Log into <u>Howdy</u>.
- 2. Click on the Class Rosters card or search for "Class Roster" in the search bar.

Ă M	texas a&m university Howdy				💄 ? Help
	Q Search				
0	My Favorites	1 <u>9</u> 2)			^
	Grade Change Staff View View submitted grade changes		••• Howdy Dashboard Access to student records and request workflows.	Compass Student Information System	Compass Reports View your reports
	Class Search (Admin View) Search for classes. Search results include enrollment information.		Academic Record Registration history and unofficial transcript (PDF)	Class Rosters View your courses, access the class rosters and manage grad	My Dashboard View your academic record, grades and pending requests

You will now have to select the proper term and campus of your course needing the grade change.

3. Choose the appropriate Term and Campus by typing the year or semester in the term field. The page will upload automatically once the correct term is entered or selected.

Ivident Search Courses → Admin → Links → Fall 2024 - College Station Full Yr Professional 2025-2028 Fall 2025 - Half Year Term	
Fall 2024 - College Station Full Yr Professional 2025-2026 Fall 2025 - Half Year Term	
Full Yr Professional 2025-2026 Fall 2025 - Half Year Term	
Fall 2025 - Galveston Fall 2025 - College Station Summer 2025 - Qatar Summer 2025 - Galveston Summer 2025 - Galveston Summer 2025 - Galveston Summer 2025 - Galveston	, is

4. Select "View" Roster of the Course for the Grade Change.

Fall 2024 - College Station					
My Courses					
The <u>legacy Class Roster</u> , in use for over 15 years, is reaching semester. If you are still using the legacy Class Roster, pleas Using My Courses and the new Class Roster (pdf)					
Refresh Grid [Data Clear Grid Filters				
Additional Colu	Additional Columns to Display				
Recorder Status Show OER Meeting Tim					
CRN	≡ Course ≡	\mid Crd \equiv \mid			
CRN	≡ <mark> </mark> Course ≡	Crd ≡ / ▽			
CRN 60233	≡ Course ≡ ▼ □ ▼ LAW-689-701	Crd ≡ /			
CRN 60233 View Roster	■ Course ■ ▼ ▼ LAW-689-701	$\begin{array}{c c} \mathbf{Crd} \equiv \\ \mathbf{Crd} \\ \mathbf$			
CRN 60233 View Roster 60021	■ Course ■ ■ Course	Crd ≡ 7 ▽ 3			
CRN 60233 View Roster 60021 View Roster	Course =	Crd ≡ 7 ■ 3			

5. Check the "Final Grade Change" checkbox found on the Class Roster.

Reminder: Only the primary instructor (or Instructor of Record) for the course can enter grade changes after a course has been graded. If you are not able to select "Final Grade Change", please contact your department for assistance.

Student Search Courses 👻 Admin 👻 Links 👻						
Fall 2024 - College Station						
Return to My Courses						
Course Information	Enrollment Counts					
SPTP: EMPLOYMENT DISCRIMINATIO - LAW 689 701	Maximum Actual Remaining					
Email: TAMUDirect Duration: 19-AUG-24 - 06-OCT-24	Cross List: 0 0 0					
View Image Roster Law Attendance Roster PDF	Export Roster to Excel Export Roster to CSV	Submit Issues/Comments				
Show Columns: Student Images Registration Colum	ns Credit Hours Attendance Certification	on Final Grade Change				
Apply Filters: Midterm Required Only Degree Candi	dates Only Clear Grid Filters					
Name	$\equiv \mid$ UIN $\equiv \mid$ $egin{array}{ccc} {\sf Reg} & \equiv \ {\sf Status} & \equiv \ ight angle$	lajor ≡ Class ≡	Degree ≡ Candidates	Midterm =	E Final ≡	│ Updated ≡ Final
	y y	⊽ ▽	V	1 2	7 7	▽

- 6. Find the student(s) and make grade change selections as appropriate.
 - a. Select the grade change drop down menu for the appropriate student and select the correct grade to be assigned as the final grade.

Major	≡ Class	≡ │ Updated Final	$\equiv \mid$ Grade Change
	⊽	⊽	⊽
LGST	G7	В	Change grade to:None v

HRE	L	G6	А	Change grade to:	None v
					None
					В
					С
					D
					F
LGS	Т	G7	A	Change grade to:	I I

b. Select the "Reason" for the requested Grade Change for the student from the Reason drop down menu.

Updated =	Grade Change
v	
В	Change grade to: A v
	You are changing the grade from an B to a A .
	Please select a reason for this change:
	Select One V
	Select One
	Initial Entry Error by Inst.
А	Permission to Complete Course
	Re-Calculated
	Required Work Completed
	Required Work NOT Completed

c. Click "Submit Grade Change" once you have selected a reason for the Grade Change.



d. You will receive a confirmation message and status update after submitting the grade change.



- e. Instructors will need to click "Submit Grade Change" for each student that is receiving a grade change.
- 7. Grade changes will automatically route to the Department Head for approval.

- 8. Once the Department Head submits approval, the grade(s) are changed within minutes on the student's record.
 - a. In cases where a grade change request is made for a course that has been completed over 1 year and/or the request is lowering a student's grade, the grade change request will also require the Dean's approval after the department head approval. The requests will be routed to the Dean for approval AFTER they have been approved by the Department Head. Department heads, deans, and designees receive an email notification any time a grade change needs their approval.
- 9. Once you are finished submitting grade changes or need to proceed to a different course, please click "Return to My Courses".

Student Search Courses 👻 Admin 👻 Links 👻	
Fall 2024 - College Station	
Return to My Courses	