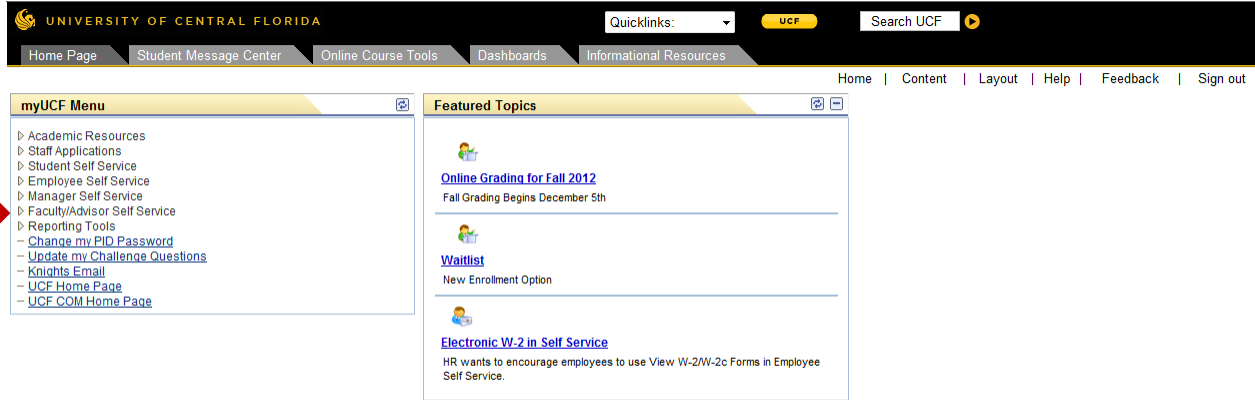


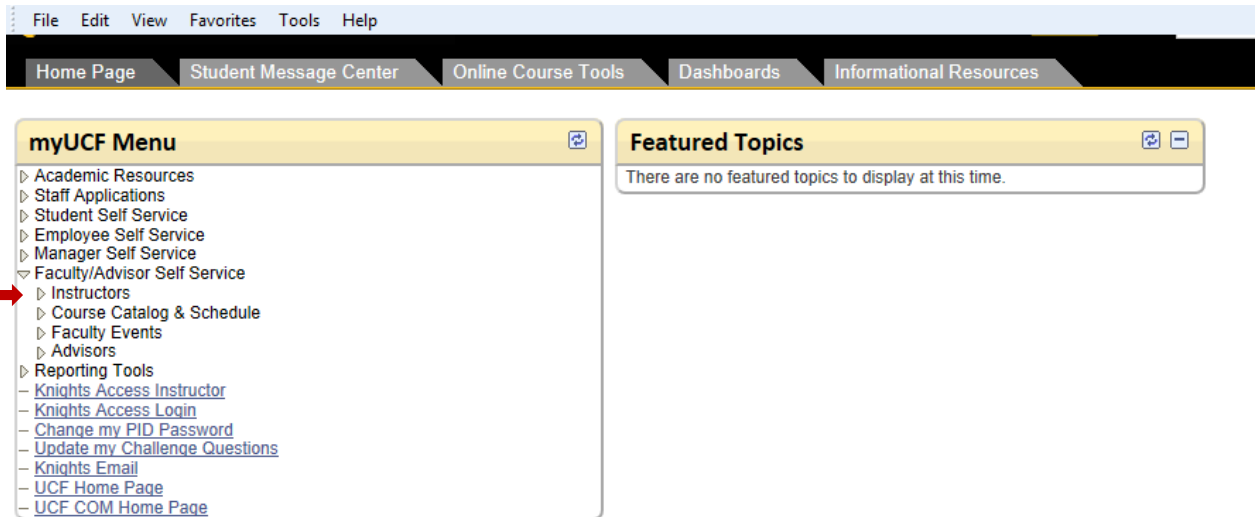
DEPARTMENT CHAIR INSTRUCTIONS

From the myUCF page, log in with your PID and password. Choose [Faculty/Advisor Self Service](#) from the menu on the left.



The screenshot shows the myUCF website interface. At the top, there is a navigation bar with the University of Central Florida logo and name, a search box, and a 'UCF' button. Below this is a secondary navigation bar with tabs for 'Home Page', 'Student Message Center', 'Online Course Tools', 'Dashboards', and 'Informational Resources'. On the right side of this bar are links for 'Home', 'Content', 'Layout', 'Help', 'Feedback', and 'Sign out'. The main content area is divided into two panels. The left panel, titled 'myUCF Menu', contains a list of links: 'Academic Resources', 'Staff Applications', 'Student Self Service', 'Employee Self Service', 'Manager Self Service', 'Faculty/Advisor Self Service', 'Reporting Tools', and several utility links like 'Change my PID Password', 'Update my Challenge Questions', 'Knights Email', 'UCF Home Page', and 'UCF COM Home Page'. A red arrow points to the 'Faculty/Advisor Self Service' link. The right panel, titled 'Featured Topics', contains three sections: 'Online Grading for Fall 2012' with a sub-link 'Fall Grading Begins December 5th', 'Waitlist' with a sub-link 'New Enrollment Option', and 'Electronic W-2 in Self Service' with a sub-link 'HR wants to encourage employees to use View W-2W-2c Forms in Employee Self Service'.

Then, choose [Instructors](#) from the menu on the left



The screenshot shows the myUCF website interface after navigation. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below this is a secondary navigation bar with tabs for 'Home Page', 'Student Message Center', 'Online Course Tools', 'Dashboards', and 'Informational Resources'. The main content area is divided into two panels. The left panel, titled 'myUCF Menu', contains a list of links: 'Academic Resources', 'Staff Applications', 'Student Self Service', 'Employee Self Service', 'Manager Self Service', 'Faculty/Advisor Self Service', 'Reporting Tools', and several utility links like 'Knights Access Instructor', 'Knights Access Login', 'Change my PID Password', 'Update my Challenge Questions', 'Knights Email', 'UCF Home Page', and 'UCF COM Home Page'. A red arrow points to the 'Instructors' link under the 'Faculty/Advisor Self Service' category. The right panel, titled 'Featured Topics', contains a message: 'There are no featured topics to display at this time.'

Next, choose [Grade Change Form](#) from the menu on the left.

The screenshot shows the top navigation bar with links: Home Page, Student Message Center, Online Course Tools, Dashboards, and Informational Resources. Below this is the 'myUCF Menu' section, which is a tree view of various services. The 'Instructors' folder is expanded, and the 'Grade Change Form' link is circled in red. To the right is the 'Featured Topics' section, which contains a message: 'There are no featured topics to display at this time.'

Click on [My Worklist](#) to see forms that have been forwarded to you for approval.

The screenshot shows the 'Grade Change eForm Home' page. On the left is the same 'myUCF Menu' as in the previous screenshot, with 'Grade Change Form' circled in red. The main content area has a heading 'Grade Change eForm Home' and a list of links and descriptions:

- [My Worklist](#): Work the items that have been routed to you. (This link is circled in red)
- [Start a New Grade Change Form](#): Start a new Grade Change eForm, which will then be routed to the appropriate approvers.
- [Evaluate a Grade Change Form](#): Grade Change eForm Evaluation
- [Update a Grade Change Form](#): Make changes to a Grade Change eForm that has been recycled or needs to be updated
- [View a Grade Change Form](#): View a submitted form, including information about its handling so far. This is a read-only view.

At the bottom left of the main content area is a [Return](#) link.

Click on the link to the form you wish to review. The student's name will be listed in the link

Worklist for

Detail View Work List Filters: Feed

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Brian C. Boyd	10/08/2012	Approve Form	G_GRADECHANGE		GRDCHG		

Refresh

Trusted sites | Protected Mode: Off 100%

Review the information on the Grade Change eForm. You can see the status is “pending” and the review status is “waiting for Dept Chair Review”. You may **Approve**, **Deny**, or **Recycle** the form. To approve, enter your college’s Dean in the Department Dean box (Click on the magnifying glass to get a list of names to choose from), then enter any comments (not required) and click approve.

ORACLE

myUCF | Home | Worklist | Add to Favorites | Sign out

Worklist

Evaluate Grade Change

Step 1 of 2: Evaluate Grade Change

eForm ID	Form Status	Current Review
184718	Pending	Waiting for Dept Chair Review

Empl ID	Name
1440	Brian Boyd

Term	Description	Subject Area	Catalog Nbr	Class Section	Description	Previous Grade	Revised Grade	Reason Code	Reason Code Descr
1440	Spring 2012	AMH	2010	0001	U.S. HISTORY: 1492-1877	B+	A-	IN	Instructor Error

Requirement Term	College	Program	Plan	SubPlan	Academic Level
1430	College of Business Adm	College of Business Admin	Marketing Pending		Sophomore

Submitted By: Brian Boyd

Department Chair: [Name]

Department Dean: [Name]

Reason/Comments

Detail Reason For Change (Required): I missed calculating a quiz grade into the final grade.

Your Comment:

Comment History:

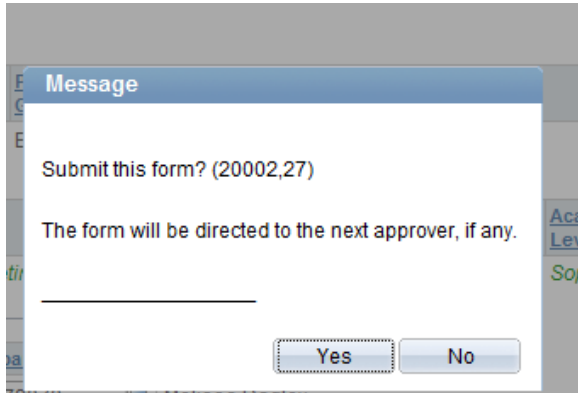
- Brian C Boyd
- Mon, Oct 8 12, 01:17:54 PM Submitted

Approve Deny Recycle

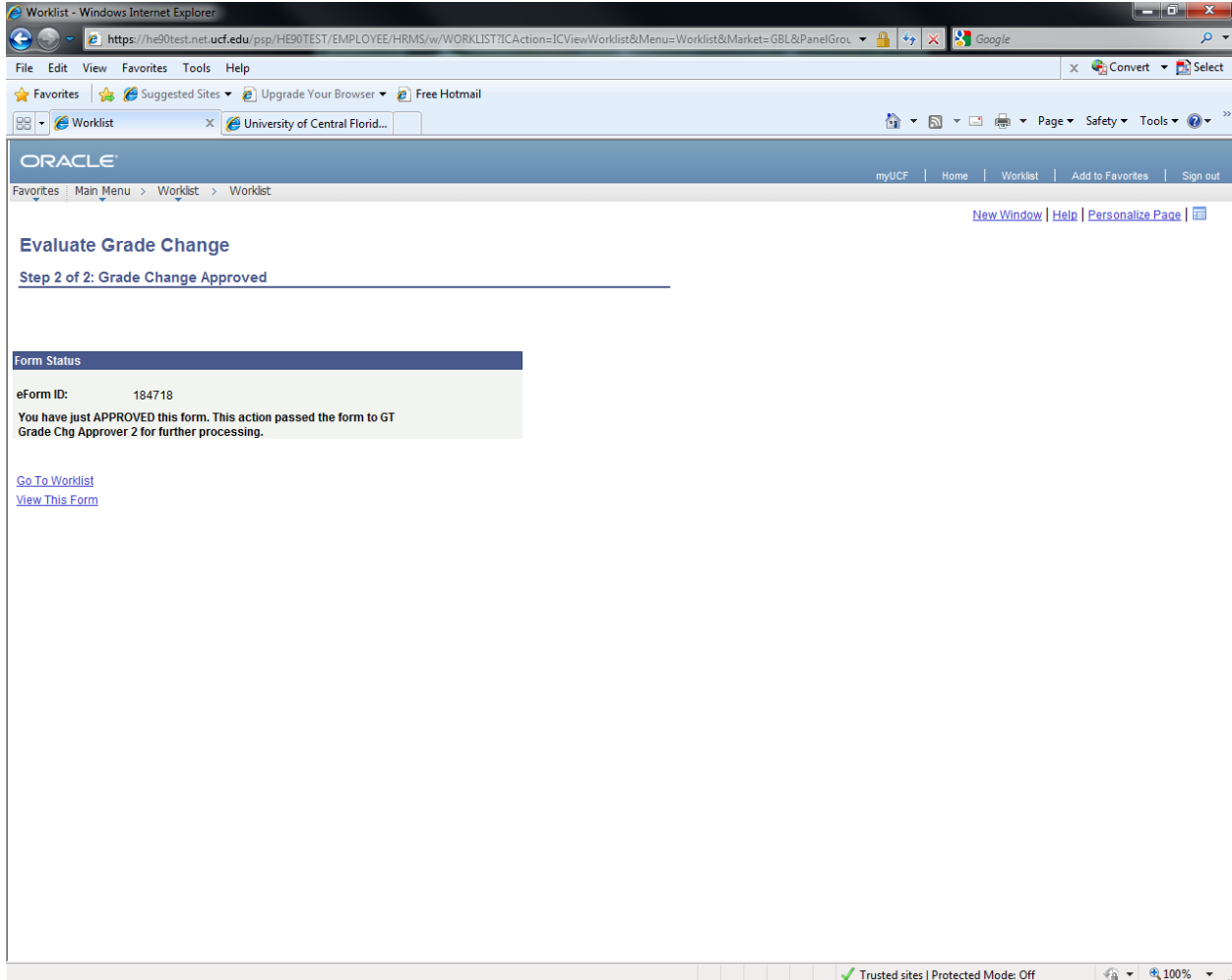
Grade Change Form Evaluation | Grade Change Form History

Trusted sites | Protected Mode: Off | 100%

You will then see this message. Click yes to submit it to your college's dean, or no to get the form back.



If you select **yes**, you will see the following screen which tells you it has moved on to the next approver in the process (GT Grade Change Approver 2 is your College's Dean or designee).



If you wish to return the form to the instructor for more information or missing information, enter comments in the box marked Your Comment, and click the Recycle button. This will return the eForm to the instructor allowing him/her to make changes and resubmit the form to you - or they can withdraw the form altogether.

Worklist - Windows Internet Explorer
https://he90test.net.ucf.edu/psp/HE90TEST/EMPLOYEE/HRMS/w/WORKLIST?iAction=ICViewWorklist&Menu=Worklist&Market=GBL&PanelGrou...

File Edit View Favorites Tools Help

Worklist

ORACLE

myUCF Home Worklist Add to Favorites Sign out

Evaluate Grade Change

Step 1 of 2: Evaluate Grade Change

eForm ID	Form Status	Current Review
184718	Pending	Waiting for Dept Chair Review

Empl ID Name

Term	Description	Subject Area	Catalog Nbr	Class Section	Description	Previous Grade	Revised Grade	Reason Code	Reason Code Descr
1440	Spring 2012	AMH	2010	0001	U.S. HISTORY: 1492-1877	B+	A-	IN	Instructor Error

Requirement Term	College	Program	Plan	SubPlan	Academic Level
1430	College of Business Adm	College of Business Admin	Marketing Pending		Sophomore

Submitted By Department Chair Name Department Dean Name

Brian Boyd

Reason/Comments

Detail Reason For Change (Required)

I missed calculating a quiz grade into the final grade.

Your Comment:

Comment History:

== Brian C Boyd
== Mon, Oct 8 12, 01:17:54 PM
Submitted

Approve Deny **Recycle**

Grade Change Form Evaluation | [Grade Change Form History](#)

Trusted sites | Protected Mode: Off

If you wish to deny the form completely, click Deny. This will end the eForm processing and can no longer be accessed by you or the instructor. A new form would need to be submitted if the instructor wishes to request again.

The screenshot shows a web browser window displaying the Oracle HRMS 'Evaluate Grade Change' form. The browser address bar shows the URL: <https://he90test.net.ucf.edu/psp/HE90TEST/EMPLOYEE/HRMS/w/WORKLIST?ICAction=ICViewWorklist&Menu=Worklist&Market=GBL&PanelGroup=>

The page title is "Evaluate Grade Change" and the sub-header is "Step 1 of 2: Evaluate Grade Change".

The form displays the following information:

eForm ID	Form Status	Current Review
184718	Pending	Waiting for Dept Chair Review

Empl ID	Name
1440	Spring 2012

Term	Description	Subject Area	Catalog Nbr	Class Section	Description	Previous Grade	Revised Grade	Reason Code	Reason Code Descr
1440	Spring 2012	AMH	2010	0001	U.S. HISTORY: 1492-1877	B+	A-	IN	Instructor Error

Requirement Term	College	Program	Plan	SubPlan	Academic Level
1430	College of Business Adm	College of Business Admin	Marketing Pending		Sophomore

Submitted By	Department Chair	Name	Department Dean	Name
Brian Boyd				

Reason/Comments

Detail Reason For Change (Required)
I missed calculating a quiz grade into the final grade.

Your Comment:

Comment History:

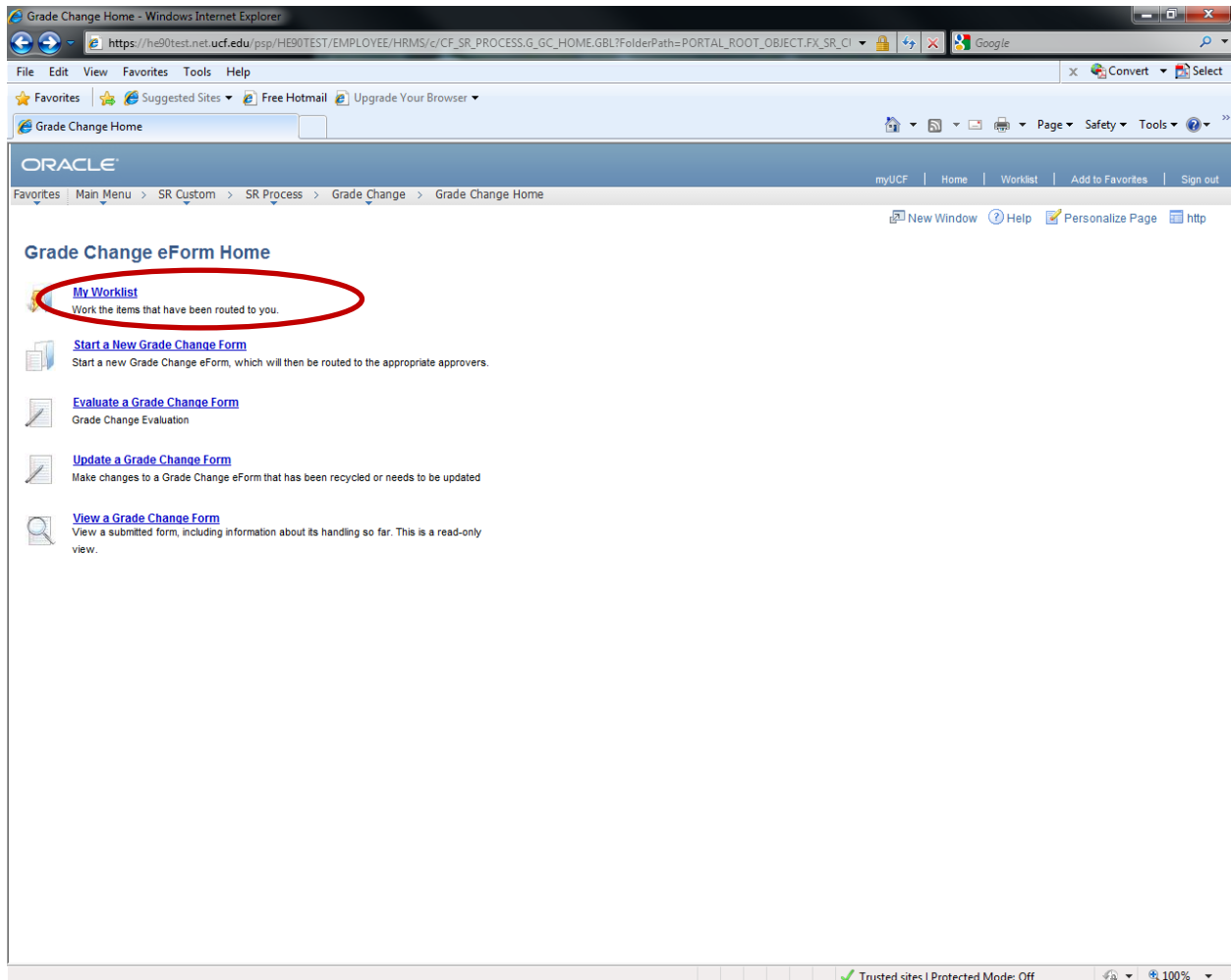
- ** Brian C Boyd
- ** Mon, Oct 8 12, 01:17:54 PM Submitted

At the bottom of the form, there are three buttons: "Approve", "Deny", and "Recycle". The "Deny" button is circled in red.

Grade Change Form Evaluation | [Grade Change Form History](#)

Trusted sites | Protected Mode: Off | 100%

To update a Grade Change Form that has been returned to you, go to [Grade Change Form](#) and select [My Worklist](#) and select the form you wish to update.



If you have questions or need assistance, please contact:

Steven Sesit steven.sesit@ucf.edu

Dore Carter dore.carter@ucf.edu

Tina Bott tina.bott@ucf.edu

Vanessa Butts vanessa.butts@ucf.edu