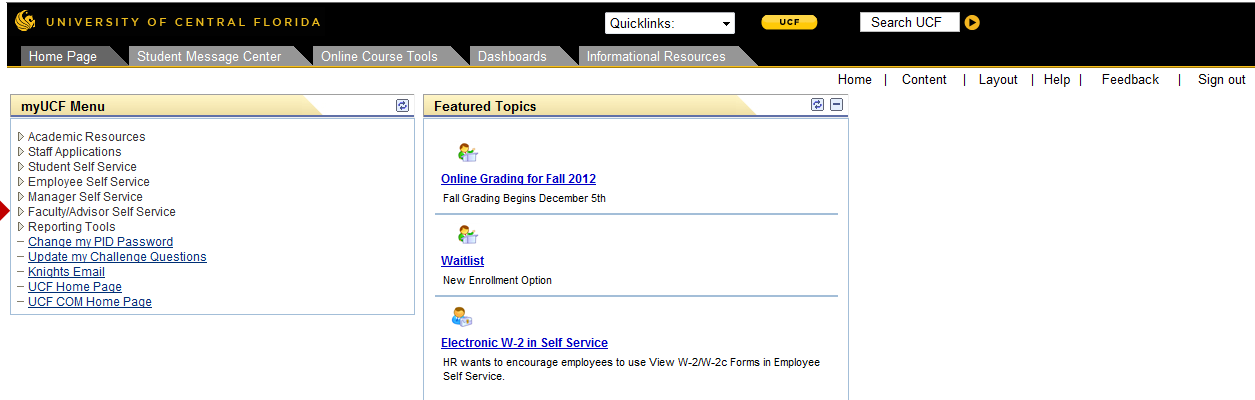


DEAN (OR DESIGNEE) NAVIGATION

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 the text "UNIVERSITY OF CENTRAL FLORIDA". Below this, there are several tabs: "Home Page", "Student Message Center", "Online Course Tools", "Dashboards", and "Informational Resources". A search bar is also present with the text "Quicklinks:" and "Search UCF".

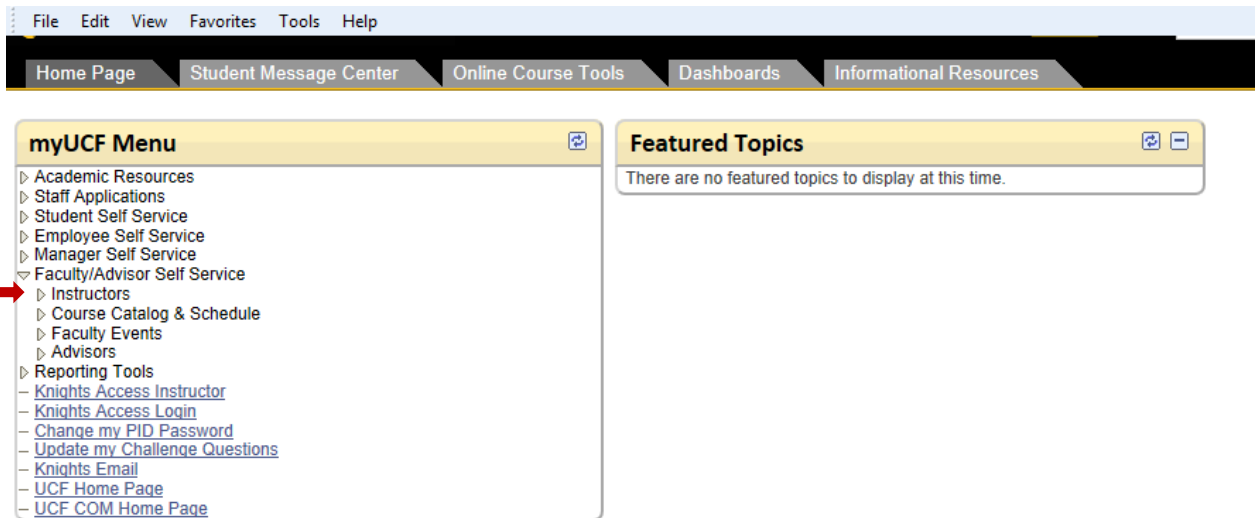
On the left side, there is a "myUCF Menu" with the following items:

- Academic Resources
- Staff Applications
- Student Self Service
- Employee Self Service
- Manager Self Service
- Faculty/Advisor Self Service** (highlighted with a red arrow)
- Reporting Tools
- Change my PID Password
- Update my Challenge Questions
- Knight's Email
- UCF Home Page
- UCF COM Home Page

On the right side, there is a "Featured Topics" section with the following items:

- [Online Grading for Fall 2012](#)
Fall Grading Begins December 5th
- [Waitlist](#)
New Enrollment Option
- [Electronic W-2 in Self Service](#)
HR wants to encourage employees to use View W-2/W-2c Forms in Employee Self Service.

Then, choose [Instructors](#) 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 the text "UNIVERSITY OF CENTRAL FLORIDA". Below this, there are several tabs: "Home Page", "Student Message Center", "Online Course Tools", "Dashboards", and "Informational Resources". A search bar is also present with the text "Quicklinks:" and "Search UCF".

On the left side, there is a "myUCF Menu" with the following items:

- Academic Resources
- Staff Applications
- Student Self Service
- Employee Self Service
- Manager Self Service
- Faculty/Advisor Self Service
 - Instructors** (highlighted with a red arrow)
 - Course Catalog & Schedule
 - Faculty Events
 - Advisors
- Reporting Tools
- Knight's Access Instructor
- Knight's Access Login
- Change my PID Password
- Update my Challenge Questions
- Knight's Email
- UCF Home Page
- UCF COM Home Page

On the right side, there is a "Featured Topics" section with the following text:

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' section is expanded, and 'Grade Change Form' 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' selected. The main content area has a title 'Grade Change eForm Home' and a list of links and descriptions. The 'My Worklist' link is circled in red. Below it are links for 'Start a New Grade Change Form', 'Evaluate a Grade Change Form', 'Update a Grade Change Form', and 'View a Grade Change Form'. At the bottom left of the main content area is a 'Return' link.

Click on the link to the form you wish to review. (Student's names will appear in the link – they have been removed from this document.)

Worklist for:

Detail View

Work List Filters:

From	Date From	Work Item	Worked By Agency	Priority	Link
Brian C Boyd	10/08/2012	Approve Form	G_GRADECHANG		GRDCHG

Mark Worked Reassign

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 Dean’s Office Review”. The reason for the grade change is provided on the bottom left of the page under “Detail Reason for Change”. Comments made by the instructor and the chair are visible at the bottom right of the page under “Comment History”. After review, you may **Approve**, **Deny**, or **Recycle** the form. Denying the form will end the eForm process and require the instructor to submit a new form. Recycling the form will return it to the Department Chair for amendments or corrections. If **recycling** the eForm, please enter instructions for the Department Chair in the “Your Comment” box. The Department Chair will be able to see your comments on the form once it is returned to them. Approving the form sends it to the Registrar’s Office for final processing.

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	Part Apprv	Waiting for Dean's Office 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			Melissa Dagley	

Reason/Comments

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

Your Comment:

Comment History:

- ** Yiannis Papelis
- ** Mon, Oct 8 12, 04:00:54 PM
- Approved

Approve **Deny** **Recycle**

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

Trusted sites | Protected Mode: Off | 100%

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