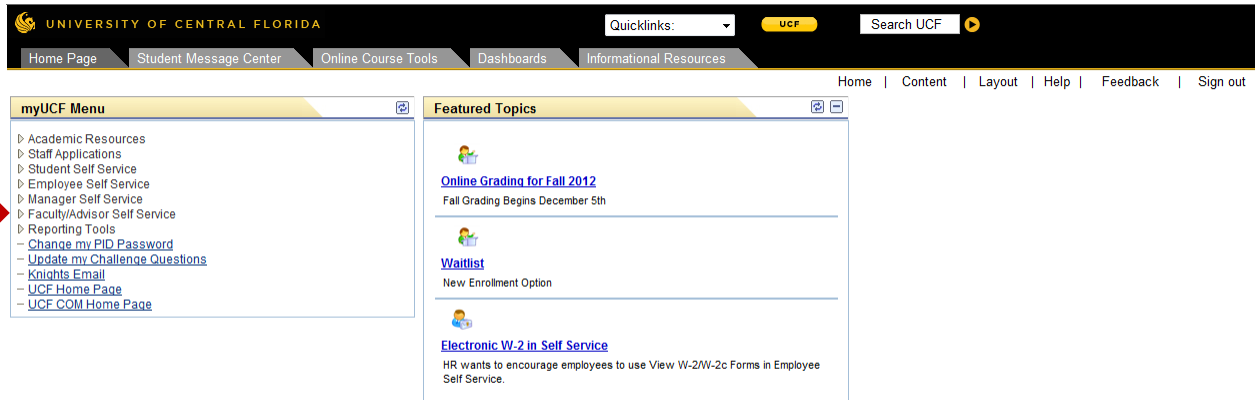


INSTRUCTOR NAVIGATION

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 "Search UCF".

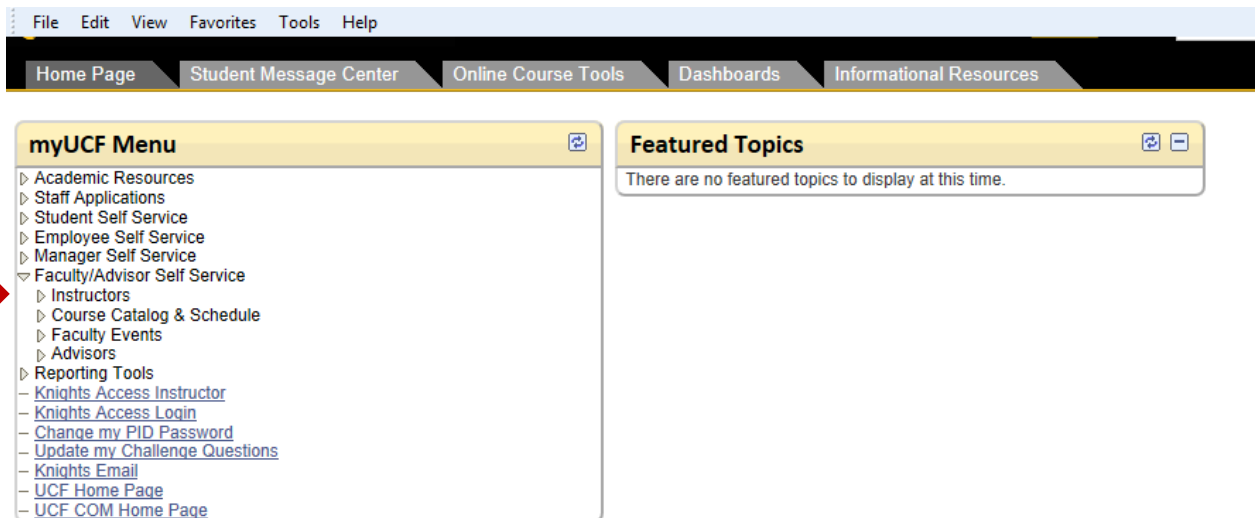
On the left side, there is a "myUCF Menu" panel. A red arrow points to the "Faculty/Advisor Self Service" option in the menu. The menu items are:

- ▷ Academic Resources
- ▷ Staff Applications
- ▷ Student Self Service
- ▷ Employee Self Service
- ▷ Manager Self Service
- ▷ Faculty/Advisor Self Service
- ▷ Reporting Tools
- Change my PID Password
- Update my Challenge Questions
- Knights Email
- UCF Home Page
- UCF COM Home Page

On the right side, there is a "Featured Topics" panel. It contains three sections:

- 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 with the "Instructors" option selected in the "myUCF Menu" panel. A red arrow points to the "Instructors" option. The menu items are:

- ▷ Academic Resources
- ▷ Staff Applications
- ▷ Student Self Service
- ▷ Employee Self Service
- ▷ Manager Self Service
- ▽ Faculty/Advisor Self Service
 - ▷ Instructors
 - ▷ Course Catalog & Schedule
 - ▷ Faculty Events
 - ▷ Advisors
- ▷ Reporting Tools
- Knights Access Instructor
- Knights Access Login
- Change my PID Password
- Update my Challenge Questions
- Knights Email
- UCF Home Page
- UCF COM Home Page

On the right side, the "Featured Topics" panel displays the 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 a navigation bar with the following items: Home Page, Student Message Center, Online Course Tools, Dashboards, and Informational Resources. Below this is the 'myUCF Menu' section, which is expanded to show 'Faculty/Advisor Self Service' and 'Instructors'. Under 'Instructors', the 'Grade Change Form' link is highlighted with a red arrow. To the right is the 'Featured Topics' section, which contains the text: 'There are no featured topics to display at this time.'

click on [Start a New Grade Change Form](#) if you wish to process a new grade change request.

The screenshot shows the 'Grade Change eForm Home' page. On the left is the 'myUCF Menu' section, which is expanded to show 'Faculty/Advisor Self Service' and 'Instructors'. Under 'Instructors', the 'Grade Change Form' link is highlighted with a red arrow. The main content area is titled 'Grade Change eForm Home' and contains several sections:

- My Worklist**: Work the items that have been routed to you.
- Start a New Grade Change Form**: Start a new Grade Change eForm, which will then be routed to the appropriate approvers. This link is circled in red.
- 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.

Enter the term, subject, catalog number and section number of the class and click search to get a full listing of all students in that class, or you can enter their name. If you know the student's Empl ID, you can just enter it and click search to bring up that one student. From the list, select the student whose grade you wish to change.

Grade Change Home - Windows Internet Explorer

https://he90test.net.ucf.edu/psp/HE90TEST/EMPLOYEE/HRMS/c/CF_SR_PROCESS.G_GC_HOME.GBL?FolderPath=PORTAL_ROOT_OBJECT.FX_SR_CI

File Edit View Favorites Tools Help

Grade Change Home

ORACLE

myUCF Home Worklist Add to Favorites Sign out

Start New Grade Change Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Term: begins with 1440

Empl ID: begins with

First Name: begins with

Last Name: begins with

Class Nbr: =

Subject Area: begins with AMH

Catalog Nbr: begins with 2010

Class Section: begins with 0001

Case Sensitive

Search Clear Basic Search Save Search Criteria

Trusted sites | Protected Mode: Off 100%

Complete the sections “Revised Grade”, “Grade Change Reason” and “Department Chair”. Click on the magnifying glass icon to get a list of choices. Enter the reason for the grade change in the text box (required) and then click “submit”. Be sure your reason is complete and detailed so that the form is not returned to you for clarification.

If your department chair is not listed please contact Steven Sesit 3-1795 or Dore Carter 3-3357

Grade Change Home - Windows Internet Explorer

https://he90test.net.ucf.edu/psp/HE90TEST/EMPLOYEE/HRMS/c/CF_SR_PROCESS.G_GC_HOME.GBL?FolderPath=PORTAL_ROOT_OBJECT.FX_SR_CI

ORACLE

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

Favorites | Main Menu > SR Custom > SR Process > Grade Change > Grade Change Home

New Window | Help | Personalize Page | http

Add Grade Change

Step 1 of 2: Add Grade Change

| Emplid | Name | Term | Description | Subject Area | Catalog Nbr | Class Section | Official Grade | Revised Grade | Description | Grade Change Reason | Reason Descr |
|--------|-------------|------|-------------|--------------|-------------|---------------|----------------|---------------|-------------------------|---------------------|--------------|
| 1440 | Spring 2012 | AMH | 2010 | 0001 | B+ | | | | U.S. HISTORY: 1492-1877 | | |

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

| eForm ID | Department Chair | Name |
|----------|------------------|------|
| 184718 | | |

Detail Reason For Change (Required)

This box cannot be left blank

Submit

Done

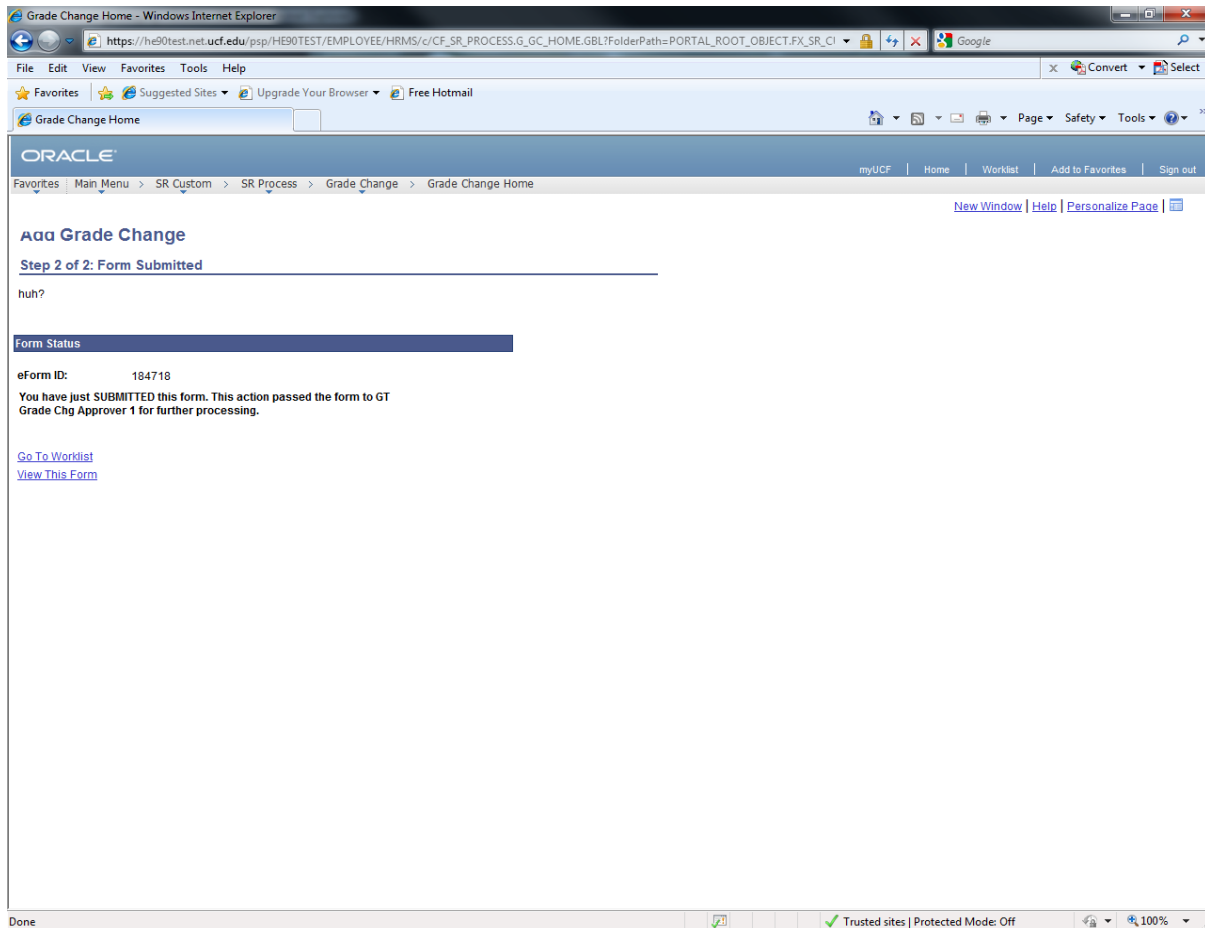
Trusted sites | Protected Mode: Off

100%

You will see a message appear asking if you want to submit the form. Click yes to submit the form to the Department Chair for approval.

The screenshot shows a web browser window displaying the Oracle HRMS 'Add Grade Change' form. The browser's address bar shows the URL: https://he90test.net.ucf.edu/psp/HE90TEST/EMPLOYEE/HRMS/c/CF_SR_PROCESS.G_GC_HOME.GBL?FolderPath=PORTAL_ROOT_OBJECT.FX_SR_CI. The page title is 'Grade Change Home'. The Oracle logo is visible in the top left corner, and navigation links like 'myUCF', 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' are in the top right. The main heading is 'Add Grade Change' with the sub-heading 'Step 1 of 2: Add Grade Change'. A large blue rectangular area is present, likely a placeholder for a missing image or logo. Below this, there are input fields for 'Emplid' and 'Name'. A table lists course information with columns: Term, Description, Subject Area, Catalog Nbr, Class Section, Official Grade, Revised Grade, Description, Reason Descr. The first row shows: 1440 Spring 2012, AMH 2010 0001 B+, A-, U.S. HISTORY: I, Instructor Error. Below the table are sections for 'Requirement Term', 'College', 'Program', and 'Plan'. The selected row shows: 1430, College of Business Adm, College of Business Admin, Ma. There is also a section for 'eForm ID' with the value 184718 and a 'Department Chair' field. A 'Detail Reason For Change (Required)' section contains the text: 'I missed calculating a quiz grade into the final grade.' At the bottom left is a 'Submit' button. A modal dialog box titled 'Message' is centered on the screen, containing the text: 'Submit this form? (20002,27)' and 'The form will be directed to the next approver, if any.' with 'Yes' and 'No' buttons. The browser's status bar at the bottom shows 'Done' and 'Trusted sites | Protected Mode: Off'.

The next screen shows the form has been submitted to the next approver in the process. (GT Grade Chg Approver 1 is your Department Chair.)



To update a Grade Change Form that has been returned to you, go to Grade Change Form, select **My Worklist** and select the form you wish to update.

Grade Change eForm Home

- [My Worklist](#)
Work the items that have been routed to you.
- [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.

[Return](#)

Navigation Menu:

- Academic Resources
- Staff Applications
- Student Self Service
- Employee Self Service
- Manager Self Service
- Faculty/Advisor Self Service
 - Instructors
 - Academic Record Change Survey
 - Grade Change Form
 - SPI Counts
 - View My Teaching Schedule
 - View My Weekly Schedule
 - GPA Estimator
 - Faculty Webcourse Manager
 - Student Notification System
 - Course Catalog & Schedule
 - Faculty Events
 - Advisors
 - Reporting Tools
 - Knights Access Instructor
 - Knights Access Login
 - Change my PID Password
 - Update my Challenge Questions
 - Knights Email
 - UCF Home Page
 - UCF COM Home Page

In the worklist, identify your grade change form and click on the link. Grade Change forms will look similar to below (the student's name will appear in the link – names have been removed from this document):

| | | | | | |
|---------------|------------|--------------|---------------|--|--|
| Dore M Carter | 10/26/2012 | Approve Form | G_GRADECHANGE | | GRDCHG: <input type="text"/> |
|---------------|------------|--------------|---------------|--|--|

Make changes as indicated by your Department Chair and approve the form which will move it back through the process.

If you have questions or need assistance, please contact:

Steven Sesit x3-1795 steven.sesit@ucf.edu

Dore Carter x3-3357 dore.carter@ucf.edu

Tina Bott x3-0584 tina.bott@ucf.edu

Vanessa Butts x3-0023 vanessa.butts@ucf.edu

