# 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.

Log into Howdy and navigate as follows: Faculty/Teaching tab > Instructor Class Management channel > Class Roster and Syllabus link
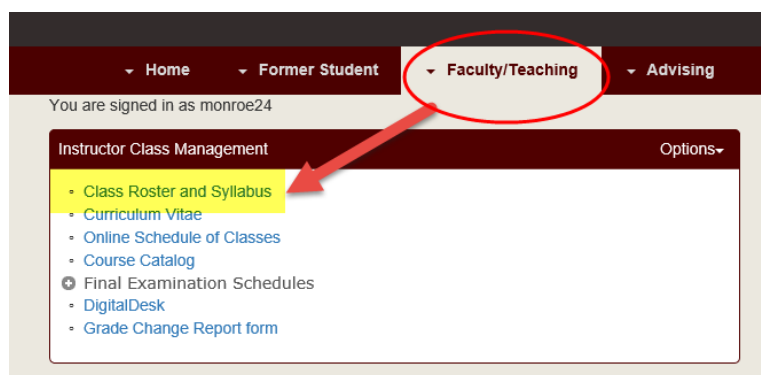
1. Choose appropriate Term & Submit – In what term was the course for which you are submitting grade change(s) offered?

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

Currently selected term is Summer 2016 - College Station

Sections you are teaching or are associated with for the selected term

CRN	Typ	Roster	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	R
17554	I	View	BIOT	684	300	CS	4	DIRECTED PROF INTERNSHIP		TBA	1	1	0
18697	I	View	DDHS	4110	500	CS	1	MEDICAL EMERGENCIES		TBA	35	29	6
11097	I	View	MSEN	691	303	CS	1-23	RESEARCH		TBA	10	4	6
18697	A	View	DDHS	4110	500	CS	1	MEDICAL EMERGENCIES		TBA	35	29	6
11216	A	View	ECEN	691	355	CS	1-23	RESEARCH		TBA	10	6	4
17189	A	View	MEEN	363	300	CS	3	DYNAMICS AND VIBRATIONS	TR	11:35 am-01:00 pm	36	13	2
									W	02:30 pm-05:00 pm	36	13	2

3. Select "Final Grade Change" link found on the Class Roster.

Dec 07, 2016 10:27 am

Course Information
MEDICAL EMERGENCIES - DDHS 4110 500
CRN: 18697   View My Courses   New Class Search
Email: TAMUDirect
Duration: Jun 06, 2016 - Jul 15, 2016
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	35	29	6
Cross List:	0	0	0

Image Roster   Final Grade Change

Summary Class List for Entire Roster (change to: Degree Candidates , Midterm Grade Recipients)

Record Number	Student Name	ID	Reg Status	Major	Classification	Credits	Midterm	Final	Updated Final	Email

4. Make grade change selections as appropriate.
   a. Select "Grade Change" drop down menu for appropriate student and enter the appropriate grade to be assigned as a final grade.
   b. Select the "Reason" for the requested Grade Change for the student from the Reason drop down menu.
   c. Scroll to bottom of the grade change roster and "Submit Grade Change"
   d. Instructors can make grade change selections for multiple students before "Submitting Grade Change" (It does not have to be one student at a time).
      i. NOTE: Only 20 students will be displayed at a time, thus you can only submit up to 20 grade changes all at once. Once those are submitted, you would be able to continue with additional grade change submissions as needed.

Faculty Grade Change

Return to Course List | Course Roster
IMPORTANT: Make your changes on this screen and then click the submit button at the bottom of this screen to proceed to the confirmation page

1 - 20   21 - 40

MEDICAL EMERGENCIES - DDHS 4110 500 (201621)

No.	Name	ID	Current Grade	Grade Change	Reason	Status
1			I	B	Required Work Completed	

Submit Grade Changes

5. Faculty Grade Change Confirmation screen appears.
   a. Review requested grade changes and if correct, "Submit Grade Changes for Approval"
   b. Grade changes will then route electronically for approval by the appropriate Department Head.
   c. Once the Department Head submits online approval, the grade(s) are changed within minutes on the student's record.

   *In cases where a grade change request is made for a course that is over 1 year and/or if the request is lowering a student's grade, the grade change request will also require the Dean's approval after department head approval. The requests will be routed to the

Dean for approval AFTER they have been approved by the Department Head. Again, Dean's approval is ONLY required if request is over 1 year and/or if the student's grade is being lowered.

6. Upon final submission, the display will return to the Faculty Grade Change roster screen.
    a. Instructors can see the Status of the Grade Change request.
    b. Instructors can request additional grade changes in the course as needed.