

ELECTRONIC GRADE CHANGE SYSTEM

USER GUIDE

March, 2009

Electronic Grade Change System (EGCS)

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Part 1: Introduction

Welcome to the Electronic Grade Change System. EGCS is a web based system that creates grade changes for students. Instructors will submit the grade change request. Department Chairs, Deans and Administrators will either approve or reject the grade change.

This User Guide is designed to provide detailed information about the EGCS system and to assist faculty and their administrative staff in submitting and approving grade changes.

If you have questions, please contact the Help Desk staff.

Phone: 732-445-4357 - New Brunswick
856-225-6274 - Camden
973-353-5083 - Newark

E-Mail: help@camden.rutgers.edu
help@newark.rutgers.edu
helpdesk@nbcs.rutgers.edu

Supported Browsers:

Internet Explorer 6.0+
Firefox 1.0+
Mozilla 1.5+
Opera 8.0+
Safari 1.2+

Note: Application should work in browsers not listed above; however the look and feel of the application will vary.

Starting the Electronic Grade Change System:

All Users will be authenticated through the Rutgers Central Authentication Service utilizing their NetId and password.

Logging In

EGCS is located at <https://www.acs.rutgers.edu/rosters>

Click on the Electronic Grade Change System (EGCS) link:

RUTGERS Electronic Student Grading System

This application is used by departments to submit student grades or change the student grade. Student Grading System activities require net id login and Student Grading System registration.

Electronic Student Grading System Options

[Rosters & Electronic Grading Information System \(REGIS\)](#)

[Electronic Grade Change System \(EGCS\)](#)

For questions, comments or suggestions contact [Camden Help Desk](#), [Newark Help Desk](#), or [New Brunswick/Piscataway Help Desk](#).
Visit web sites for [Camden campus](#), [Newark campus](#), [New Brunswick/Piscataway campus](#), or [Rutgers University](#).

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Log in to the EGCS application:

Rutgers, The State University of New Jersey

Rutgers Central Authentication Service

Please Log In

You have requested access to a site that requires Rutgers authentication. This is not a public network and explicit authorization is required. For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Enter your Rutgers NetID and Password

NetID:


Password:

Authentication Type:

Warn me before logging me into other sites.

NetID: Most applications are now using the Rutgers NetID for authentication. If you have a NetID and do not remember what it is you may look it up using the [NetID Lookup](#) application. If you do not yet have a NetID you may [create an account and NetID](#).

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).
For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).



- Enter your NetId and Password and click the 'login' button.
- If you don't have a NetId click on the link to Create an Account and NetId.
- If you have a Netid and do not remember what it is click on Netid Lookup.

Part 2: Electronic Grade Change Process

- The Electronic Grade Change process has 2 main functions.
 1. **Create Grade Change** – When selecting the Create Grade Change tab, an authorized user will be able to:
 - Search for a Student
 - Search Archived Student Records
 - Create a Grade Change Request
 - View Grade Change History
 2. **Approve Grade Change** – When selecting the Approve Grade Change tab, an authorized user will be able to approve or reject a grade change request that has been submitted.

Create Grade Change

Search for a Student

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Grade Change - Search Student

i To Search for a Student, please enter Year, Term, Unit, Subject, Course, Section , Student ID or Student Last and First Name. (required).

STUDENT ID	OR	LAST NAME	FIRST NAME
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
YEAR	TERM		
<input style="width: 95%;" type="text" value="2009"/>	<input style="width: 95%;" type="text" value="Spring"/>		
UNIT	SUBJECT	COURSE	SECTION
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="ALL"/>

i If your search returns no matches, or if the student record you were looking for is not on the list of search results, you may try to [search archived records](#).

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The **Grade Change – Search Student** page is presented as the default. To search for a student, enter the Student’s Rutgers Id or Student’s Last Name and First Name or partial Last Name and First Name fields. Also enter the Year, Term, Unit, Subject, Course, and Section Number for the course you would like to change the grade. If you do not know the section number, enter ALL. The system will check all sections of the course for the Student. Click the “Search” button to continue to the Search Student results page.

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Grade Change - Search Student

i To Search for a Student, please enter Year, Term, Unit, Subject, Course, Section , Student ID or Student Last and First Name. (required).

STUDENT ID	OR	LAST NAME	FIRST NAME
<input type="text"/>		<input type="text" value="kauffman"/>	<input type="text" value="j"/>

YEAR	TERM		
<input type="text" value="2008"/>	<input type="text" value="Fall"/>		

UNIT	SUBJECT	COURSE	SECTION
<input type="text" value="01"/>	<input type="text" value="070"/>	<input type="text" value="101"/>	<input type="text" value="ALL"/>

i If your search returns no matches, or if the student record you were looking for is not on the list of search results, you may try to [search archived records](#).

Student Search Results					
Student Id	Student Name	Section	Suppl.		
006990942	JACKIE KAUFFMAN	01		Change Grade	View History
006990943	JEFFERY KAUFFMAN	01		Change Grade	View History

This is the **Search Student** results page. The Students listed on this page are a result of the information entered on the previous page.

This page allows you a number of options:

1. If the search does not return any results, a message stating “No search results returned” will be displayed. Please check the Rutgers ID, name, semester and course information to make sure they were entered correctly. If the information was entered correctly, click on **search archived records** to transfer you to the Search Archived Student Records page. It is here that you can search our Archive Database for Students no longer attending Rutgers. For instructions on searching for archived students, see section **Grade Change – Search Archived Student Records** on page 9.
2. Clicking on **Change Grade** will transfer you to the Create Grade Change page for the selected student. It is here that you will be able to submit a grade change. For instructions on changing grade, see section **Create Grade Request** on page 10.
3. Clicking on **View History** will transfer you to the Grade Change History page. It is here that you will be able to view all grade changes made through EGCS for the selected student. For instructions on viewing grade change history, see section **Viewing Grade Change History** on page 12.

Note: If you do not have authorization to grade the course the following message will be displayed next to the name of the Student: “You are not authorized to create a Grade Change for this Course/Section”

Search Archived Student Records

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Grade Change - Search Archived Student Records

i To Search for a Student, please enter Year, Term, Unit, Subject, Course, Section, Supplement Code and Student ID.
Please note that if the course has a supplement code, you must enter it correctly in order to be able to match an archived student record.

STUDENT ID	YEAR	TERM			
<input type="text"/>	<input type="text" value="2008"/>	<input type="text" value="Fall"/>			
UNIT	SUBJECT	COURSE	SECTION	SUPPLEMENT CODE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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The **Grade Change – Search Archived Students Records** allows you to search for Rutgers students no longer active at the University. To search for an archived student record, enter the Student’s Rutgers Id, the Year, Term, Unit, Subject, Course, Supplement Code, and Section Number for the course you would like to change the grade. If you do not know the section number, enter ALL. The system will check all sections of the course for the Student. Click the “Search” button.

Important: If the course has a supplement code, you must enter it, otherwise the search would return no matches

- If your search returns a match, you will be transferred to the **Create Grade Change** page. Please the instructions on page 10 for requesting a grade change.
- If your search returns no match, please check the Rutgers ID, semester and course information and supplement code and try again. If the problem persists, contact the Registrar's Office.
- If you do not have authorization to grade the course the following message will be displayed: “You are not authorized to change this grade”

Create Grade Change Request

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Course Information						
Semester	Unit	Subject	Course	Section	Title	Supp
Fall 2008	01	070	101	01	INTRO CULT ANTHRO	

1. Please enter the Instructor Name and Email Address.

INSTRUCTOR NAME	INSTRUCTOR EMAIL	If you do not know the instructor's email please use Search Rutgers Page to look it up.
Harrison	harrison@testmail.com	

2. Add new Grade and Comments.

Student Information					
Student ID	Student Name	Student Email (optional)	Current Grade	New Grade (required)	* New Comments
006890942	JACKIE KAUFFMAN	kauffman@testmail.com	B+	A	final project submitted

* Comment field is required unless you are changing a "T" grade to a letter grade.

[New Search](#)

The **Create Grade Change** page is displayed after a successful student search.

To submit a grade change request:

- Enter the Instructor's name if it is not already there (optional)
- Enter the Instructor's email address. If you do not know the instructor's email, please look it up at <http://search.rutgers.edu/index.php?form=people> When a create grade change has successfully been entered an email message will be sent to the instructor at the email address that is listed on this page (optional)
- Enter the Student's email address (optional)
- Select the new grade from drop down box
- Enter comments (comment field is required except if changing a temporary grade to a letter grade)
- Click the "Enter" button to submit the grade change request.

Note: Email notifications will not be sent to the Student and/or Instructor unless you provide an email address on this page. A myRutgers alerts will still be sent to the Student, if that Student is currently enrolled

Grade Change Workflow

- A grade change request made by a Grader or a Controller needs to be approved by a Department Chair and later by a Dean
- A grade change request made by a Department Chair needs to be approved by a Dean
- A grade change request made by a Dean or Registrar is immediately applied to the Student's record
- Any grade change request pending approval by Dean or Department Chair may be approved or rejected by a Registrar. If a grade change request is approved, it is immediately applied to the Student's record

Instant Approvals

The following exceptions to the above workflow apply during the open grading period:

- A change from a temporary grade made during an open grading period is instantly applied to the Students record
- A change from an incomplete grade made during an open grading period is instantly applied to the Students record
- A change from blank grade (no grade) made during an open grading period is instantly applied to the Students record

Allowed Grade Changes

- Graders, Controllers, Department Chairs and Deans may request the following types of changes through EGCS:
 - A grade change from a blank grade to a letter grade that is valid for the school that offers the course
 - A grade change from any letter grade other than the W grade to a higher letter grade allowed for the school that offers the course
- The following types of changes can only be done at the Registrars' Offices, and should be requested on paper:
 - A grade change from a W grade to any other grade
 - A grade change to a W grade
 - A grade change to NG grade (removing a grade)
 - A grade change to a lower grade
- A grade may not be changed to a grade that is not valid for the school that offers the course under any circumstances

Email Notifications

- If a grade change is requested and instantly applied (see "Instant Approvals" sections above), a notification is automatically sent to the Student, provided that the email address has been supplied with the request

- If the Registrar changes a grade, he or she decides whether to notify one or more people from the following list:
 - Student (requires contact information)
 - Instructor (requires contact information)
 - Department Chair
 - Dean


View Grade Change History

The **View Grade Change** page is displayed as a result of clicking on ***View History*** from the Search for a Student page. This page displays the history of all grade changes made through EGCS for the selected student and course.

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Grade Change History

 Below is the history of all grade changes for JACKIE KAUFFMAN, course 01:070:101:01 in Fall 2008 (taught by SMITH). Please note that this system tracks only the changes made since April of 2009.

Change from B to B+ (comment: final exam grade recalculated) requested by LORIE SEAMAN on 02/24/2009 12:25:41 has status Approved

Review History
On 02/24/2009 12:25:41 requested by LORIE SEAMAN
On 02/24/2009 12:53:58 approved by LORIE SEAMAN
On 02/24/2009 13:05:41 approved by LORIE SEAMAN

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Approve Grade Change

The Approve Grade Change tab will only be displayed if you have Department Chair, Dean or Administrator authority. When selected, a list of Students who had grade change requests submitted will be displayed. The list will only contain student requests that you are authorized to approve or reject.

You will be presented with the following page:

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i The following Students need their new grades approved.

Year/Term	Course	Section	Student	Instr.	Prev. Grade	New Grade	Grade Change Comments	Submitted By	Date	Status	Pending	Approve	Reject
2008/1	01:350:219	01	JASON LARGE	MCGILL, M.	F	D	homework submitted	TEST RECORD	03/02/2009	Pending Department Chair Approval	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2008/1	01:350:219	01	SEPHORA ALEANDRE	MCGILL, M.	C+	B	Project submitted	TEST RECORD	03/02/2009	Pending Department Chair Approval	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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- Click the Approve or Reject radio button for each grade change that is displayed; leave the Pending radio button checked to review the grade change letter
- Click ‘Enter’

The following page will be presented. This page lists all successful Grade Changes that have been approved or rejected. It will also list any Grade Changes that are still pending.

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✔ **Successful**

- Grade change for JASON LARGE (Rutgers id 032009591) for 01:350:219:01 successfully approved at Department Chair level, now Pending Dean Approval.
- Grade change for SEPHORA ALEANDRE (Rutgers id 007005868) for 01:350:219:01 successfully rejected.

i **Approve or Reject Grade Change**

- No Students are Pending Approval.

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Email Notifications

Grade Change Approvals

- Every night an email message is automatically sent to all Deans and Department Chairs who have requests waiting for their approval. If multiple individuals are authorized to update a request, all of them are notified
- If the Dean approves a pending grade change, an email notification is automatically sent stating the grade change was approved. The email will be sent to the Student (provided an email address has been supplied with the request), Instructor (provided an email address has been supplied with the request) and the Department Chair. An alert is also sent to the student informing him that the grade change has been approved.
- If the Registrar approves a pending grade change, an email notification stating the grade change has been approved is automatically sent to the Student, provided an email address has been supplied with the request.

Grade Change Rejections

- If a pending grade change is rejected, an email notification is automatically sent to the Instructor (provided an email address has been supplied with the request) and the Department Chair stating the grade change has been rejected.