

Reviewing a Grade Change Request

The purpose of this guide is to provide instructions for reviewing a grade change request utilizing Ellucian Workflow.

1. A notification will be sent to your Mason email address. Click on View Case in Workflow then login using your Mason credentials.

NOTE: The emails will be sent from GMU Workflow Do Not Reply wfnorply@gmu.edu>.

MASON UNIVERSITY	Grade Change Request
A grade change request needs your review. Case Number:	View Case in Workflow

2. Click on **Unassigned**. **NOTE**: *If the case does not appear in unassigned, it has already been claimed by another approver and no further action on your part is required*.

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s		Started by Me								
nbox	Case #									
	•	Process Category	Process Name	Case Thread Title	Pending Tasks	Status	Start Date	Finish Date	Duration	0

3. Double click below the case number referenced in email.

TASKS	Detail	# •	Case Thread Title	Process Name	Task	Send By	Due Date	Delegation	Priority	٥
⊘ Inbox	0	20802	(15845) ELED 543-002 Child	Grada Change	Director Review		2022-07-29	2022-07-28	NORMAL	
💣 Draft	Ŭ	LOUVE	Fam, Culture, School	Request	in precio terren		14:11:22	14:11:22	TOTAL	•
Paused	0	20800	(15845) ELED 543-002 Child.	Grade Change	Director Review		2022-07-29	2022-07-28	NORMAL	:
C Unassigned			Fam, Culture, School	Request			13:54:26	13:54:26		
SUPERVISOR TASKS	0	20752	(15845) ELED 542 Child. Fam, Culture, School	Double click I number referen	below the case viced in the email.		2022-07-28 13:01:17	2022-07-27 13:01:17	NORMAL	1
E Batch Routing										

4. Click **Claim** to claim the case.



5. Review the grade change request. Enter a **decision**. Additional comments may be added but are not required. **Click Submit**.

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leview the request. Appro	ve or deny. Press Submit.		
Current Grade Assigned	B+		
Original Grade Assigned	B+		
New Grade *	A+		
Grade Change Reason *	E-Computational/Recording error		
Grade Change Explanation *	Test, no action required		
Director			
Director's Comments	-		
Decision *	Choose		~

6. A page confirming successful submission will appear. A notification will be sent to the next approver, if applicable, in the workflow for review.

- 7. Once approved by all approvers in the workflow, the record will be updated in Banner and on the student's academic record. Regardless of the decision, the submitter and the student will receive an email notification at the conclusion of the workflow, and a record of the request will be uploaded for view in WebXtender.
- 8. The status of any of your request(s) may be viewed in <u>Ellucian Workflow</u>. Click on **My Cases**. The **In Progress** column shows the current step in the approval process.

MASON	Home								Using	l workspace <u>gr</u> f
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my Cases TASKS		14 Started by Me		10 In Progress		✓ 0 Completed		in Sup	2203 ervising	
⊘ Inbox ☑ Draft @ Paused	Case # ¢	Process Name	Case Thread Title	Pending Tasks		Status	Start Date	Finish Date	Duration	×
Unassigned	21395	OUR- FERPA:	#21395	Submit Request	0	To Do	2022- 06-30		28 Day(s) 03 Hr(s)	-

9. Generate a report of cases by clicking **Report User**. Select **View Report** for **RR Grade Change**.

HOME	Search		
≢ My Cases	Report	Report Description	
Q Advanced Search	FS_Externally_Funded_Fellowship/Participa		View Report
τλεμε	OUR_Delete_Program_Request		View Report
	OUR_Program_Change_Report		View Report
⊘ Inbox	OUR_Re_Enrollment_Report		View Report
17 DD	RR Grade Change		View Report
	RR Veteran Registration		View Report
Paused	Tuition Name and Status Review		View Report
🛎 Unassigned		< Page 1 of1 > >	

10. Choose the preferred file type. The report will be sent to your Mason email address.

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номе	Please enter a te:	st Sear	rch	Excel	PDF CSV Return
≢ My Cases	- Status ×	Statue	Case Link ×	Descon	Section
Q Advanced Search	19696	COMPLETED	View	A- Change from temporary to final grade	(11733) PHED 320-DL1
TASKS	20229	COMPLETED	View	A- Change from temporary to final grade	(15285) ENGH 302-S30
⊘ Inbox	20230	COMPLETED	View	A- Change from temporary to final grade	(11589) ACCT 303-007 4
🖉 Draft	20147	COMPLETED	View	A- Change from temporary to final grade	(15845) ELED 543-002 (
Paused	20164	COMPLETED	View	A- Change from temporary to final grade	(14325) HIST 998-002 D
🖶 Unassigned	20183	COMPLETED	View	A- Change from temporary to final grade	(72499) BINF 999-004 C
SUPERVISOR TASKS	20548	COMPLETED	View	E- Computational/Recording error	(17358) ELED 242-001 I
■ Batch Routing	20044	DRAFT	View	A- Change from temporary to final grade	(11733) PHED 320-DL1
Task Reassignments	4				* }
DOCUMENTS	H 4 1	• • •			1 - 45 of 45 items

For assistance, please contact <u>regwf@gmu.edu</u>.