Office
of the
University
Registrar
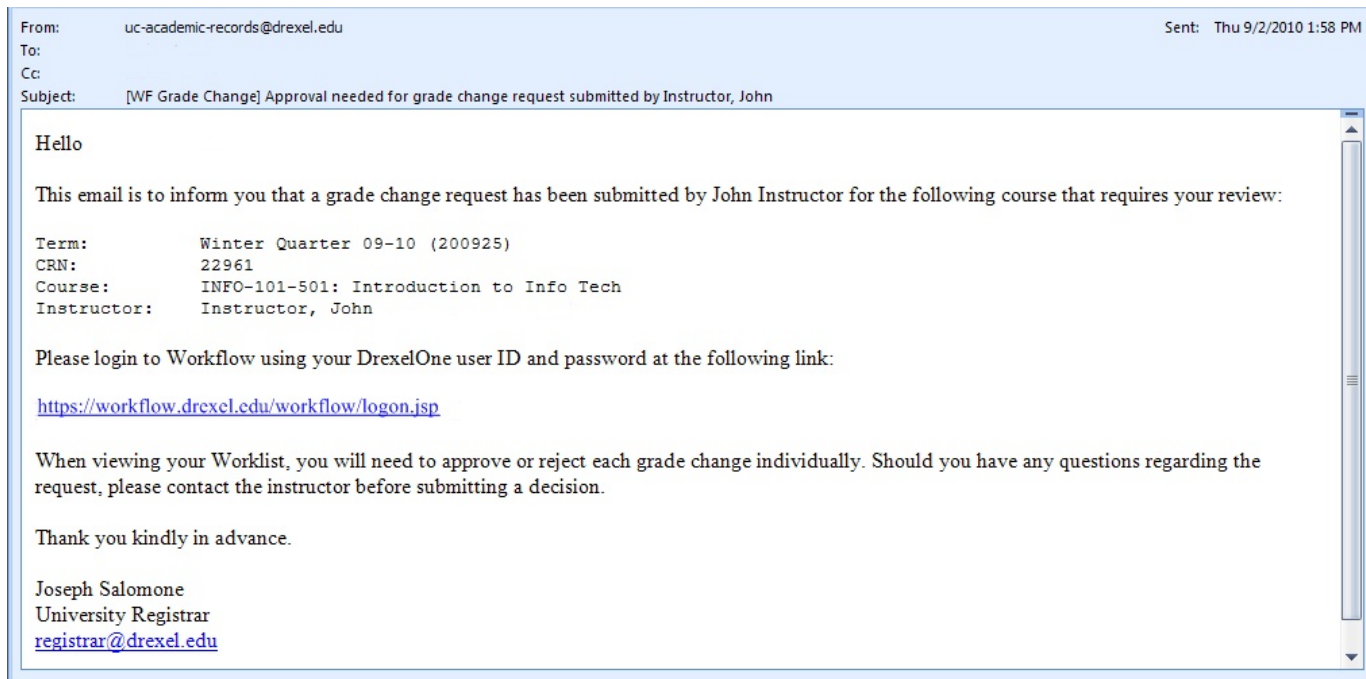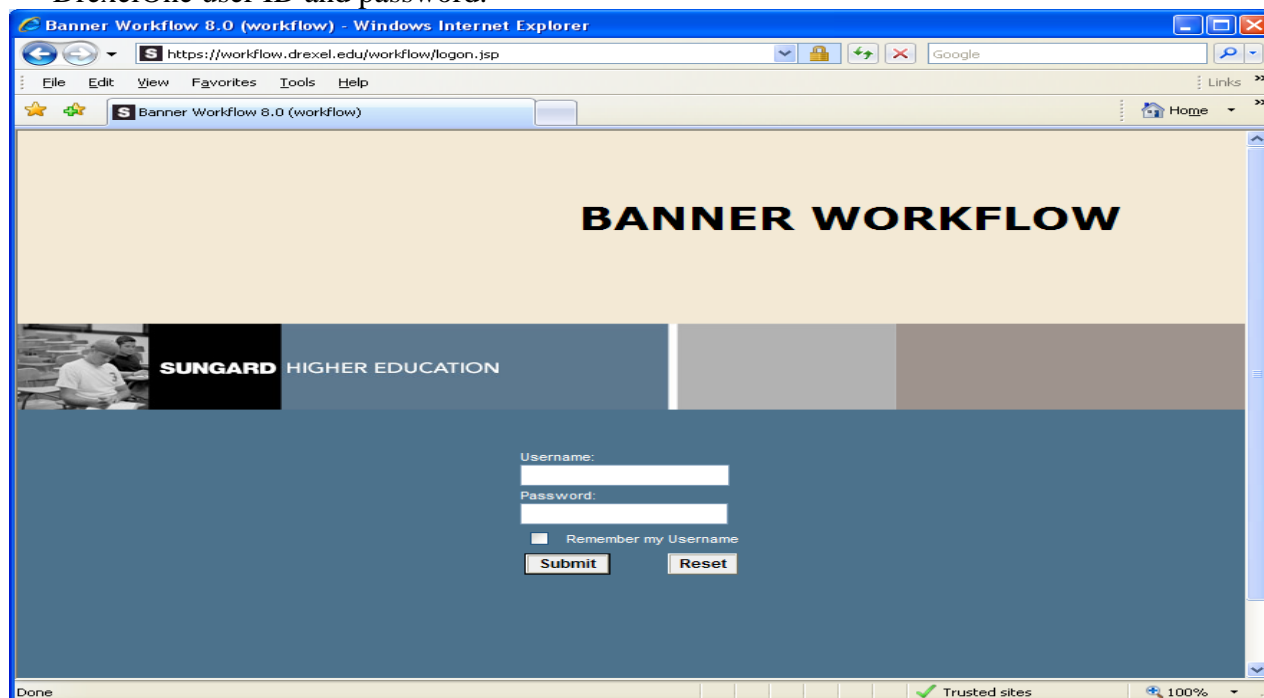University City
Drexel University

Guide for Online Grade Change Grade Approvers

1. Grade Approver will receive an email alerting them of pending grade change requests.

2. Login to Workflow application via the URL https://workflow.drexel.edu/ . You will need to use your DrexelOne user ID and password.

3. Next the instructor will view their Worklist of pending grade change requests. Each request must be reviewed individually and can be accessed by clicking on the blue Workflow link.

4. The Grade Approver will review the details of the change request.
   - If APPROVED:
     - Select the Approve radio button.
     - Click the Complete button on the bottom of the screen.
   - If REJECTED:
     - Select the Reject radio button.
     - Enter justification comments in the text box. These comments will be documented and sent back to the instructor.
     - Click the Complete button on the bottom of the screen.

Once the request review is complete, the Grade Approver will return to their Worklist.