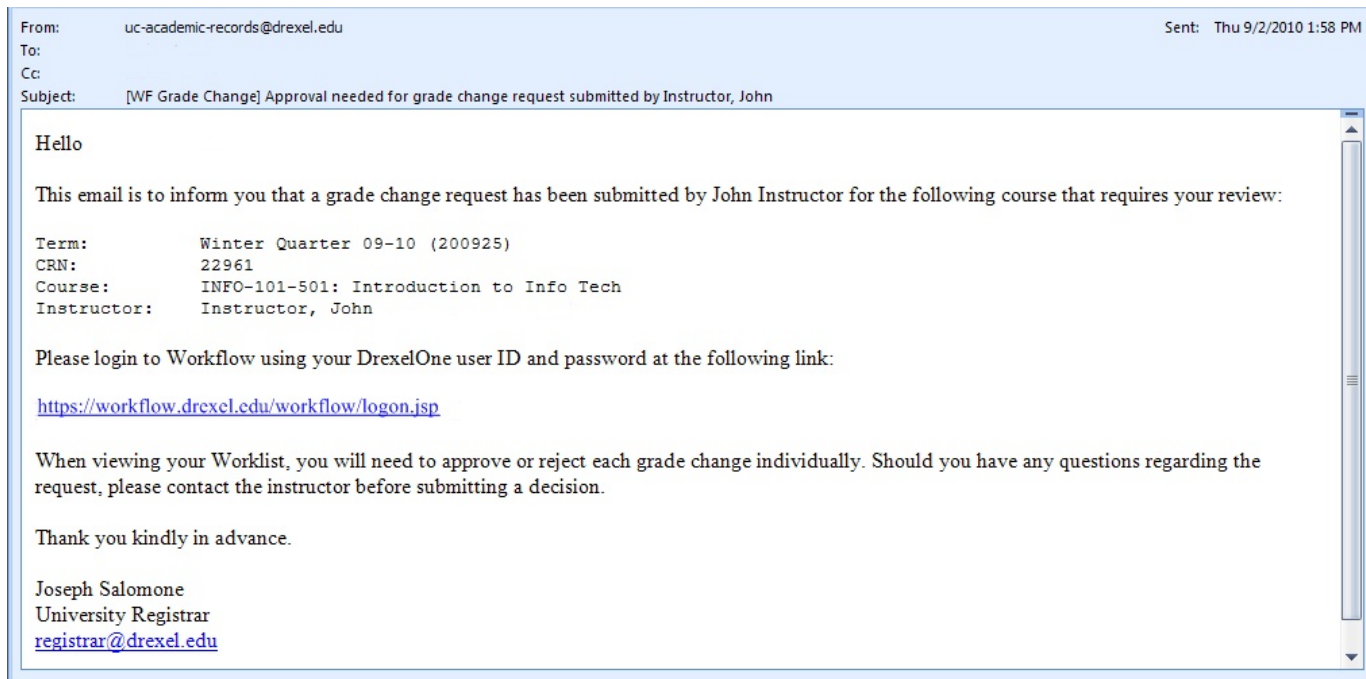
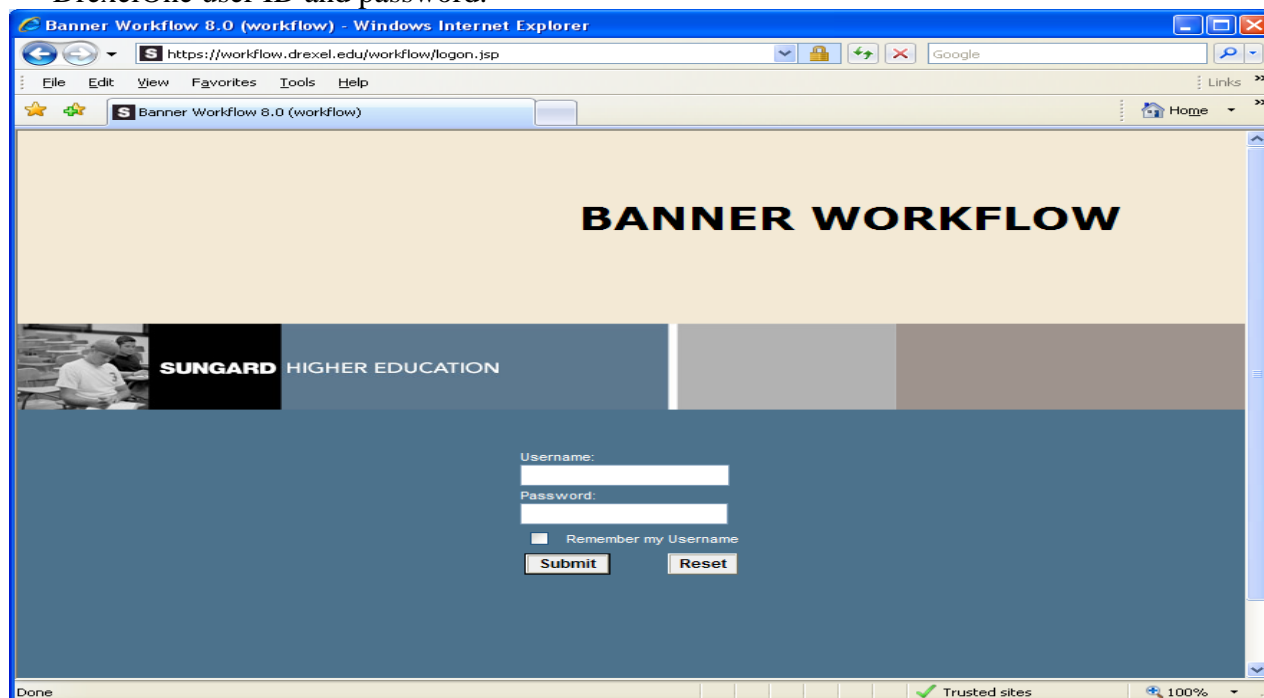


Guide for Online Grade Change Grade Approvers

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.

Home

Worklist

Workflow Status Search

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	Organization	Workflow	Activity	Priority	Created	
	Root	[WF Grade Change #127] 200925-INFO 101 501-Robinson, Michael (99999999): A+ to B+ Ready	Grade Change Review	Normal	02-Sep-2010 01:58:46 PM	
	Root	[WF Grade Change #126] 200925-INFO 101 501-Norwood, Jordan (77777777): A to A+ Ready	Grade Change Review	Normal	02-Sep-2010 01:58:45 PM	
	Root	[WF Grade Change #125] 200925-INFO 101 501-Mills, Zack (66666666): INC to B Ready	Grade Change Review	Normal	02-Sep-2010 01:58:39 PM	

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.

Worklist
Please review the grade change request

Hide Menu Logoff Help

Grade Change Data:

Hello

The following grade change request requires your review:

Term: Winter Quarter 09-10 (200925)

CRN: 22961

Course: INFO-101-501: Introduction to Info Tech

Student: Michael Robinson (99999999)

Instructor: John Instructor

Old Grade: A+

New Grade: B+

Reason: Entry Error

Justification: I accidentally entered the wrong grade for this student

* Please approve or reject this request

☐ Approve

☐ Reject

*You must enter justification if request is rejected:

Please click the Complete button below when you have finished reviewing the request.

Complete

Save & Close

Cancel

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