Change of Grade eform – Approval

Department Chair and Dean Tutorial

The Worklist may still be accessed via the link on the MyHusky home page.

Instructions follow:

Bloomsburg University of Pennsylvania

Favorites | Main Menu

Personalize   Content   Layout Fri, Aug 12, 16   3:17 PM

My Husky Menu

Click on Campus Solutions

Campus Solutions
Access to the Campus Solutions application.

Faculty Center
View your class and exam schedules.

Advisor Center
Access your advisee roster and view details including academic information, class schedules, degree progress and grades.

Enterprise Menu

▷ My Favorites
▷ Self Service
▷ My Content
▷ Portal Administration
▷ Worklist
▷ Tree Manager
▷ Reporting Tools

Home | Worklist | Add to Favorites | Sign out

Personalize Content | Layout   ? Help

Department Chairpersons and Deans will have 2 ways of accessing eForms for approval.
1.   You will receive an email notification stating you have an item to approve. The email will contain a link to the form. You MUST have MyHusky open in order to access the form via the link provided in the mail.
2.   Alternately you may access the forms via the Worklist by clicking on this link in the upper right corner of your screen

Worklist

Worklist for **John Smith 123456**

Detail View

Worklist Filters [▼] 📶 Feed ▼

Worklist Items

Personalize | Find | View All | 🔳 | 🎬 First ◄ 1 of 1 ► Last

From	Date From	Work Item	Worked By Activity	Priority	Link		
Jane Doe	08/12/2016	Notification Worklist		[▼]	Grade Chng eForm - Form ID:22	Mark Worked	Reassign

Click on desired form

Worklist will allow you to access the links to the forms waiting for your approval.

Refresh

TASK : Electronic Grade Change Request

eForm ID: 22

Grade Change Request

Bloomsburg UNIVERSITY

Instructions: When the grades of a student have been filed in the record of the Registrar's Office, they may not be changed except for a computational of a clerical error or removal of an incomplete or research in progress. The change begins with the instructor and is acted upon by the department chairperson and college dean. The dean's approval is not necessary for removal of an incomplete or research in progress grade.

INSTRUCTOR

Instructor **123456**   Name **John Smith**

Term 2162   2016 Spring   Course ID 668195   BIOLOGY_ 361_COMP VERT ANATOMY

GRADE CHANGE

If you are teaching more than one section of the same course ALL students who complete the course in the chosen term will be returned.

Student ID **123456**   **Mary Jones**   Current Date 08/05/2016

Current Grade B+   New Grade A-

Reason test

▼ **COMMENTS**

** Fri, Aug 5 16, 01:44:12 PM
test email

🔍 Search   ✓ Approve   ⊗ Deny   ↩ Recycle   ⓘ Hold   🖨 Print

ⓘ Authored by ▌▌ GIDEON TAYLOR   Close ⊗

If you use the link in your email notification it will take you directly to the e-from as shown here.

Review instructor and student information submitted on the form

To approve the form please type APPROVE in the comments box and then click the approve button

If you opt to deny the form you may enter your comments and click deny.

If you choose recycle the form will be routed back to the originator for updates and resubmission to you. Be sure to enter any pertinent information in the comments box if you opt to recycle.
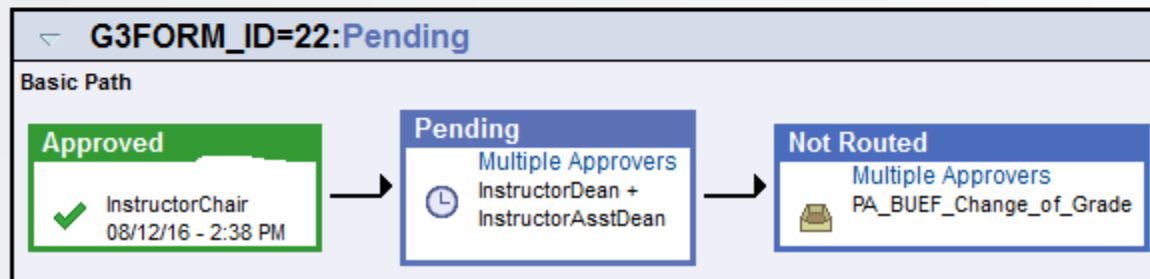
You may also choose to hold the form to come back and approve at a later time.

Request Complete

Upon submission you will be routed to the transaction log where you can view the status of the form. At this point your approval process is complete.

Basic Stage

G3FORM_ID=22:Pending

Basic Path

Approved	Pending	Not Routed
✔ InstructorChair 08/12/16 - 2:38 PM	🕐 Multiple Approvers InstructorDean + InstructorAsstDean	Multiple Approvers PA_BUEF_Change_of_Grade

TRANSACTION / SIGNATURE LOG

	Current DateTime	Stage	Path	Step	Step Title	User ID	User Description	Form Action	Time Elapsed
1	08/05/2016 1:44:12PM					123456	John Smith	Submit	
2	08/12/2016 2:38:44PM					987654	Jane Doe	Approve	