

SSB Final Grades Class List

To submit a grade change, log into Self Service Banner and select Final Grades, just as you would if you were grading online.

The screenshot shows a Microsoft Internet Explorer browser window displaying the SUNGARD HIGHER EDUCATION website. The browser's address bar shows the URL: http://fselfserv.slu.edu:7786/devdbs01_bande/twbkwbis.P_GenMenu?name=bmenu.P_FacMainMnu. The website header includes the SUNGARD HIGHER EDUCATION logo and a navigation menu with tabs for 'Personal Information' and 'Faculty Services'. A red arrow points to the 'Faculty Services' tab, which is labeled 'Faculty Services Tab'. Below the navigation menu is a search bar and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Faculty/Advisors Services' and contains a list of links. A red arrow points to the 'Final Grades' link, which is labeled 'Final Grades'. Other links in the list include 'Go To Your Course Evaluation Archives', 'Term Selection', 'Student Information Menu', 'Active Assignments', 'Add or Drop Classes', 'Assignment History', 'Class List: Detail', 'Class List: Summary', 'Course Catalog', 'Faculty Course Selection', 'Faculty Detail Schedule', 'Look Up Classes For A Student', 'Midterm Grades', 'Office Hours', 'Registration Overrides', 'Search Schedule Of Classes', 'Syllabus Information', and 'Week at a Glance'. The footer of the page shows 'RELEASE: 7.4' and 'powered by SUNGARD HIGHER EDUCATION'. The Windows taskbar at the bottom shows the Start button, several open applications including SLU Mail and Internet Explorer, and the system clock showing 4:50 PM.

Select Term

Then you select term.

While you can access Final Grade lists to view beyond one year, the Grade Change option will not be available beyond one year. For example, at the end of the current fall term, the option to submit grade changes for the previous fall will be turned off. If you are requesting a grade change beyond the one year limit, you will be required to use the paper form and submit additional documentation.

The screenshot shows a web browser window with the address bar displaying `http://fselfserv.slu.edu:7786/devdbs01_bande/xbwkffgd.P_FacFinGrd`. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The address bar contains 'Back', 'Forward', 'Home', 'Search', 'Favorites', and 'Go' buttons. The page header features the 'SUNGARD HIGHER EDUCATION' logo. Below the header, there are navigation tabs for 'Personal Information', 'Faculty Services', and 'Employee'. A search bar is present with a 'Go' button. The main content area is titled 'Select Term' and includes a dropdown menu labeled 'Select a Term:' with 'Summer 2007' selected. A red arrow points to this dropdown menu, with the word 'Term' written next to it. A 'Submit' button is located below the dropdown. In the top right corner, the text '000 Kathleen E. Yepaz Sep 08, 2008 04:52:47 pm' is displayed. At the bottom left, it says 'RELEASE: 6.1' and at the bottom right, it says 'powered by SUNGARD HIGHER EDUCATION'.

Select Course

CRN Selection - Microsoft Internet Explorer

Address http://fselfserv.slu.edu:7786/devdbs01_bande...
Go Links

SUNGARD HIGHER EDUCATION

Personal Information Faculty Services Employee

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Select a CRN

000 Kathleen E. Yeppez
Summer 2007
Sep 08, 2008 04:53:28 pm

CRN:

Submit

3640 - Intro to Helping Professions - 120 - 01
3640 - Intro to Helping Professions - 120 - 01
3642 - Ethics in Nurs and Hlth Care - 503 - 02
3643 - Care Client Life Span I - 421 - 01
3644 - Hematology and Body Fluids Lab - 302 - 01
3645 - Intro to Phil: Self & Reality - 105 - 03
3647 - Enhancing the Transfr Experien - 201 - 01
3648 - Flight V - 351 - 01

RELEASE: 3649 - Financial Reporting I - 311 - 01
3651 - Catholic Doctrine - 120 - 01
3652 - Teaching Writing - 501 - M01
3653 - Calculus I - 142 - M02

[Enter CRN Directly]

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Done

Start SLU Mail - Inbox (3) - ky... 12 Internet Explorer C:\Documents and Settin... Grade Change Workflow ... untitled - Paint Internet << 4:52 PM

Open Class List

You will be able to select Grade Change only when a grade has been submitted and rolled for this student. Rolling grades is a manual process done in the Registrar's Office. During grading it is done morning, noon and at the end of the business day. At other times, it is done less frequently. Students will not see their grades until they are rolled, even if you have submitted them successfully. If during grading you would like to make a grade change, and the grade has not yet been rolled, you can update the grade online without using the Grade Change option.

Final Grades - Microsoft Internet Explorer

Address: http://fselfserv.slu.edu:7786/devdbs01_bandev/xbwlfkgd.P_FacFinGrd

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Personal Information Faculty Services Employee

Search [] Go [] RETURN TO MENU SITE MAP HELP EXIT

Final Grades

000 Kathleen E. Yezpez
Summer 2007
Sep 08, 2008 04:54:14 pm

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Care Client Lfe Span I - NURS 421 01
CRN: 3643
Students Registered: 1

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	Grade Change
1	Washington, Laurence D.	000	4.000	***Registered** May 05, 2007	C	Y	None	None	1	Grade Change

Return to Previous

[Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Mid Term Grades | Student Menu | Summary Class List]

RELEASE: 7.4.0.1

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Grade or Grade Change?

Here is an example of both situations. The first student does not have a grade yet, so the grade can be submitted using the drop down in the standard way. (see Grade arrow). The other two students have already had their grades rolled to history, so you would use the Grade Change option for them on the far right.

Final Grades 000 Kathleen E. Yepes
Summer 2007
Sep 09, 2008 11:36:17 am

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Intro to Phil: Self & Reality - PHIL 105 03
CRN: 3645
Students Registered: 3

Please submit the grades often. There is a 180 minute time limit starting at 11:35:25 am on Sep 09, 2008 for this page.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Gerst, Matthew G.	000	3.000	**Registered** May 05, 2007	None	N			2
2	Jones, Denise L.	000	3.000	**Registered** May 15, 2007	C	Y	None	None	3
3	Washington, Laurence D.	000	3.000	**Registered** May 05, 2007	C	Y	None	None	1

Submit Reset

Please submit the grades often. There is a 180 minute time limit starting at 11:36:26 am on Sep 09, 2008 for this page.

[Return to Previous](#)

Opened Grade Change Form

Selecting Grade Change returns this form for you to submit your grade change request electronically to your dean's office.

Grade Change Form - Microsoft Internet Explorer

Address [http://fsselfserv.slu.edu:7786/devdbs01_bande...xslugrchg.p_grchgform?stupidm=865797&hold_term=200800&hold_crn=3643&subj_in=NURS&cur_grade=C&update_ind=3&crse_num=421](http://fsselfserv.slu.edu:7786/devdbs01_bande...) Go Links >>

SUNGARD HIGHER EDUCATION

Personal Information Faculty Services Employee

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Grade Change Form

Students Name: Laurence D. Washington
Banner ID: 000
Classification: SO
Student E-Mail Address: lwashin4@slu.edu
Instructors Name: Kathleen E. Yepez
Instructors E-mail Address: KYEPEZ@SLU.EDU
Term: 200800
Department: Nursing
CRN: 3643
Course/Section: 421/01
Current Grade: C
New Grade:
Reason For Grade Change:

RELEASE: SLU DEVELOPED - 1.0 - FEBRUARY 12, 2008

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Done

Start SLU Mail - Inbox (3) - ky... 12 Internet Explorer C:\Documents and Sett... Grade Change Workflow ... untitled - Paint << 4:59 PM

New Grade and Comment

The current grade is provided right above the drop down to select the new grade. Only valid grades for that course will be available. Enter comments in the box below for the approver and then select Submit at the bottom left.

Grade Change Form - Microsoft Internet Explorer

Address: http://fsselfserv.slu.edu:7786/devdbs01_bandev/xslugchg_p_grchgform?stupidm=865797&hold_term=200800&hold_crn=3643&subj_in=NURS&cur_grade=C&update_ind=3&crse_num=421

SUNGARD HIGHER EDUCATION

Personal Information | **Faculty Services** | Employee

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Grade Change Form

Students Name:	Laurence D. Washington
Banner ID:	000
Classification:	SO
Student E-Mail Address:	lwashin4@slu.edu
Instructors Name:	Kathleen E. Yepez
Instructors E-mail Address:	KYEPEZ@SLU.EDU
Term:	200800
Department:	Nursing
CRN:	3643
Course/Section:	421/01
Current Grade:	C
New Grade:	<input type="text" value="B"/>
Reason For Grade Change:	<input type="text" value="Calculation error."/>

RELEASE: SLU DEVELOPED - 1.0 - FEBRUARY 12, 2008

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Done | SLU Mail - Inbox (3) - ky... | 12 Internet Explorer | C:\Documents and Settin... | Grade Change Workflow... | untitled - Paint | 5:02 PM

New Grade Selected

Comments Entered

Grade Change Form Submitted

Once submitted, this is what will be displayed to you.

Grade Change Submitted - Microsoft Internet Explorer

Address: http://fselfserv.slu.edu:7786/devdbs01_bandev/xslugrchg_p_grchgsu...

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Personal Information Faculty Services Employee

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Grade Change Submitted

[Return to Final Grade Page](#)

Students Name:	Laurence D. Washington
Banner ID:	000
Students E-Mail Address:	lwashin4@slu.edu
Students Classification:	SO
Instructors Name:	Kathleen E. Yopez
Instructors E-mail Address:	KYEPEZ@SLU.EDU
Term:	200800
Department:	Nursing
CRN:	3643
Course/Section:	421/01
Current Grade:	C
New Grade:	B
Comments:	Calculation error.

Email to Approver with Link

Your submittal triggers an email to the approver, i.e. the dean or dean designee. This is an example of what will be sent to the approver. The course information is listed, then the student's information, including any SLU degrees that the student might have earned, as well as any text that the instructor has entered. Grades are never passed via emails. The link takes the approver to that request in Workflow.

Grade Change Pending Your Approval for Laurence D. Washington

A grade change has been submitted by Kathleen E. Yepez for Laurence D. Washington, SO.

Term: 200800
Level: UG
Subject: NURS
Number and Section: 421/01
Course Title: Care Client Life Span I
CRN: 3643
Instructor Name: Kathleen E. Yepez

Student Name: Laurence D. Washington
Student ID: 000
SLU Programs Awarded to the Student : NONE

Reason For Grade Change: Calculation error.

Please [CLICK HERE](#) to approve or disapprove this change



Link to Workflow

Thank you.
Office of the University Registrar

Grade Change Dean Approval Form

When the Workflow form opens, the Approver selects Approved or Denied and can enter comments. The comments will be made available to the instructor, but not to the students..

The screenshot shows a web browser window with the URL `http://fsworkflow.slu.edu:7779/wfbandev/home/quickLaunch.do?workItemPK=650314`. The page title is "Grade Change Dean Approval Form".

Student Information:
Date: Sep 09, 2008
Name: Laurence D. Washington
ID: 000
Classification:
Programs Awarded to the Student: NONE

Course Information:
Term: 200800
Title: Care Client Lfe Span I
Subject: NURS
Section: 421/01
CRN: 3643
Instructor: Kathleen E. Yopez
Current Grade: C
New Grade: B
Reason for Grade Change: Calculation error.

Dean Decision Information:
* Approve or Disapprove?
 Approved Denied

Comment:
[Text area for comments]

Buttons: Complete, Save & Close, Cancel

Annotations: Red arrows point from the text "Decision" to the radio buttons and from "Comments" to the comment text area.

Page footer: Top powered by SUNGARD

Email to Instructor Upon Approval

If Approved, an email will be sent to the instructor, including any comments entered by the Approver.
Emails will be sent only to SLU email addresses.

**The Dean has approved a grade change request submitted by you
for Laurence D. Washington.**

Term: 200800
Subject: NURS
Number and Section: 421/01
Course Title: Care Client Life Span I
CRN: 3643
Instructor Name: Kathleen E. Yepez

Student Name: Laurence D. Washington
Student ID: 000
Reason For Grade Change: Calculation error.

Dean's Comment:

Instructor and Student receive an email, but the student does not receive the comments from the Dean.

Thank you
Office of the University Registrar

Email to Student Upon Approval

If Approved, the student will receive a generic email that lets them know that their record has been updated with a grade change. The link in the email takes the student to mySLU, so they can review their record in Self Service Banner.

Dean Reply to Grade Change Request for Laurence D. Washington

Dear Laurence D. Washington,

Your record has been updated with a grade change.

Please log in to mySLU [CLICK HERE](#) to review your academic transcript in Self Service Banner.

Thank you,
Office of the University Registrar.

Email to Instructor Upon Denial

If denied, only the instructor is notified. It will be up to the instructor to communicate with the student about the denial.

The Dean did not approve this grade change request submitted by you for Laurence D. Washington.

Term: 200800
Subject: NURS
Number and Section: 421/01
Course Title: Care Client Life Span I
CRN: 3643
Instructor Name: Kathleen E. Yepez

Student ID: 000
Student Name: Laurence D. Washington

Reason for Grade Change: Calculation error.

Dean's Comment:

Thank you,
Office of the University Registrar

Final Results and Reminder

If approved, Banner is updated, the Registrar's office will monitor those updates and changes will be stored in Workflow.

- Banner is updated automatically
- Update results to Registrar's Office
- Changes stored in Workflow

Reminder: Use paper form if past one year.

Problems or Questions

Please contact:

Registrar's Office

Email: registrar-madrid@slu.edu