

# Using UNCGenie for Grade Change Request



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## Instructor:

- 1) Log in to UNCGenie

### User Login

 Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

**Please be aware - Use of Bookmarks inside UNCGenie may result in Page Not Found Errors!**

When you are finished, please Exit and close your browser to protect your privacy.

**Multiple failures to enter the correct ID or PIN will result in your account being locked!**


**Forgot your Pin?**  
To use the Forgot PIN feature, enter your University ID and then press the "Forgot PIN?" button.

User ID:

PIN:

Log into UNCGenie  
using your ID Number  
and PIN

- 2) Click the Faculty Services tab on the top



THE UNIVERSITY of NORTH CAROLINA  
**GREENSBORO**

Personal Information Student Financial Aid **Faculty Services** Employee

Search

---OR---

- 3) Choose Faculty & Advisors from the menu

**Personal Information**  
Update addresses, contact information or marital status; View Housing; Review name or social security number changes; Customize your directory profile

**Student Services and Financial Aid**  
Apply for Admission, Financial Aid, Register for classes, SOAR and View your academic records

**Financial Aid**  
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

**Student Account Center**  
Make payments, view account information, setup direct deposit for refunds.

**Faculty & Advisors** ←  
Enter Grades and Registration Overrides, View Class Lists and Student Information

**Employee**  
Benefits, leave or job data, direct deposit maintenance, paystubs, W-2 Form, W-4 and NC-4 information

- 4) Select the Grade Change Request option from the menu

The screenshot shows a web interface with a navigation bar at the top containing 'Personal Information', 'Student', 'Financial Aid', and 'Faculty Services'. Below the navigation bar is a search box with a 'Go' button. The main content area is titled 'Faculty Services' and contains a list of menu items. The item 'Grade Change Requests' is highlighted with a red rectangular box. Other items in the list include Term Selection, CRN Selection, Faculty Detail Schedule, Faculty Schedule by Day and Time, Detail Class List, Summary Class List, Mid Term Grades, Final Grades, Registration Overrides, Registration Add/Drop, Student Menu, Advisor Menu, Advisee Listing, Active Assignments, Assignment History, Class Schedule, Course Catalog, Syllabus Information, Office Hours, and Student Course Withdrawal History.

- 5) Select the Term Code from the drop down list and click the Submit button

The screenshot shows a form titled 'Grade Change Requests'. It features a 'Term Code:' dropdown menu that is open, displaying a list of terms: Spring 2016, Fall 2015, Summer 2015, Spring 2015, Fall 2011, Spring 2011, and Summer 2010. A red arrow points to the 'Spring 2011' option. To the right of the dropdown menu is a 'Submit' button, which is highlighted with a red rectangular box. Below the form, there is a 'Return' link and a 'Menu' link. At the bottom left, the text 'RELEASE: UNCG 8.0.1 © 2016' is visible.

- 6) Select the Course from the drop down List and click the Submit button

### Grade Change Requests

Term: 201508 - Fall 2015 [Change Term](#)

Course: ACC318-01 Intermediate Accounting I Submit

[Return to](#) WGS650-01 Feminist Theory Gender Race Class

AFS210-02 Blacks in American Society


HED690-01 Internship in Higher Education

LIS120-03 Intro to Technology Educ Setting

ISM110-08 Business Computing I

**RELEASE:** ISM754-01 Sem in Inter-organizational Sys

ELC688-02 Contemporary Problems Seminar




- 7) Click 'Change' next to the grade for the student whose grade needs to be updated

### Grade Change Requests

Term: 201508 - Fall 2015

Class: ACC318-01 Intermediate Accounting I

Students

ID	Name	Grade	Action
		A	<a href="#">Change</a>
		D	<a href="#">Change</a> 
		F	<a href="#">Change</a>
		C-	<a href="#">Change</a>
		F	<a href="#">Change</a>
		D	<a href="#">Change</a>
		C	<a href="#">Change</a>
		F	<a href="#">Change</a>
		<b>WX</b>	Unable to change grade of <b>WX</b> .

8) Select the new grade from the drop down list

Grade Change Details	
Term:	201508 - Fall 2015
Class:	ACC318-01 Intermediate Accounting I
Student:	
ID:	[REDACTED]
Name:	[REDACTED]
Current Grade:	D
<b>New Grade Code:*</b>	A+
<b>Reason:*</b>	Entry Error
<b>Date Last Attended:</b>	-- -- -- - -- Month -- -- - -- Year -- --
<a href="#">Return to Class List</a>	
RELEASE: UNCG 8.0.1 ©	

9) Select a Reason from the drop down list and click Submit

Grade Change Details	
Term:	200801 - Spring 2008
Class:	CNS100F-01 [REDACTED]
Student:	
ID:	[REDACTED]
Name:	System Diagnostic
Current Grade:	D+
<b>New Grade Code:*</b>	A+
<b>Reason:*</b>	Grade Re-evaluation
<b>Date Last Attended:</b>	[REDACTED] - 2008

**NOTE:** If grade is changed to an 'F', Date Last Attended must be completed.

**Date is required.**

<b>New Grade Code:*</b>	F	▼
<b>Reason:*</b>	Data Entry Error ▼	
<b>Date Last Attended:</b>	-- Day -- ▼	- -- Month -- ▼ - -- Year -- ▼

Submit

10) The new grade will show next to the old grade and the status of the grade change will show in the Action column


Grade Change Requests			
Term:	201508 - Fall 2015		
Class:	ACC318-01 Intermediate Accounting I		
Students			
ID	Name	Grade	Action
		A	<a href="#">Change</a>
		D \ C-	<a href="#">Grade Change Request Submitted- View History</a>

11) Log out of UNCGenie by clicking Exit in the top right corner

Personal Information Student Financial Aid Faculty Services Employee Finance

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

Grade Change Requests



## Reviewer:

1) The Reviewer will receive an email with information and instructions.

Dear Mr. Norris,

A Grade Change Request has been submitted for [REDACTED], Course HED 662 81D for Spring 2011.

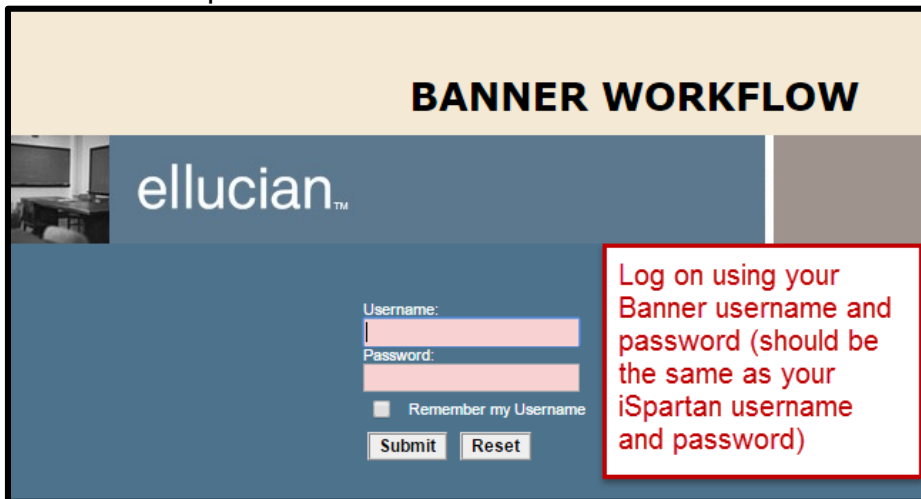
Please review by following these steps:

1. Click here --> [Grade Change Request](#)
2. Click **Approve** or **Reject**
  - If Rejected, please enter reason in the comment section
3. Click **Complete** for Grade Change to proceed to next step.

Thank you,

Denise Phillips

2) When the reviewer clicks the link within the email, the sign on page for workflow will open:



The image shows a login page titled "BANNER WORKFLOW". The page features the "ellucian" logo on the left. In the center, there is a login form with the following elements: a "Username:" label above a text input field, a "Password:" label above another text input field, a checkbox labeled "Remember my Username", and two buttons labeled "Submit" and "Reset". On the right side of the page, there is a red-bordered box containing the text: "Log on using your Banner username and password (should be the same as your iSpartan username and password)".



- 4) Review the information displayed.
- 5) Click Approve or Deny
  - *If Grade Change is denied, please enter reason in the 'Reason for Denial' box.*
- 6) Click Complete

7) If Approved, there will be a check to see if the student is an Undergraduate or Graduate Level. For Graduate Students an approval request will be sent to Graduate School. If an Undergraduate Student no additional approval is needed. After receiving all required approvals, the grade will be posted to Banner, the Student's GPA will be updated, and the student will receive an email informing them of the grade change.

8) If Denied, an email will go to the instructor telling them the request has been denied. If a reason was entered, it will display in the email.

9) Logout of Banner Workflow by clicking Logoff in the top right corner.