

Faculty Grade Change in Banner Self-Service 9:

The following URL can be used to directly access the new Faculty Grade Change tool:

<https://userve.uvu.edu/FacultySelfService/ssb/studentAcademicReview#!/>

The screenshot below shows the old Faculty Grade Change tool that will no longer be used:

The screenshot shows the 'UVU | BANNER SERVICES' header with a navigation path: Main Menu / Faculty Services / Grading. The page title is 'Grade Change'. Below this, there is a section for 'Information for' followed by a redacted area. A red 'NOTE' states: 'An online grade change can only be made by the primary instructor who entered the grade.' Below the note, a message says: 'If the course does not appear in the 'Select a Section' drop-down:' followed by a bulleted list: 'this class may have been used for an awarded degree;', 'you have selected a term in which the student is not registered;', 'you are not the primary instructor, or;', and 'the student UVID is incorrect'. Another red message says: 'If you encounter a problem with this process, please call The Registrar's Office at (801) 863-8493.' A confirmation message states: 'A confirmation email of the grade change will be sent to the instructor, student, and UVU Registrar's Office.' The form includes three dropdown menus: 'Select a Section:' (Choose One), 'Select a Grade:' (Choose One), and 'Select a Grade Reason:' (Choose One). Below these are two buttons: 'Select New Term/Student' and 'Select New Student'. At the bottom, there is a link: 'Return to Faculty Services Menu'.

The screenshot below shows the new Faculty Grade Change tool:

The screenshot shows the 'UVU | BANNER SERVICES' header with a navigation path: Faculty Grade Entry > Student Academic Review > Search for Students > Student Programs > Course List. The page title is 'Student Academic Review'. Below this, there is a redacted area. The form includes fields for 'Selected Term: 202520', 'Student Status: AS-Active Status', 'Enrollment Status: Eligible to Register', 'Study Path: --', and 'Campus: --'. A 'Search Again' button is located to the right. Below these fields, there is a table with columns: CRN, Course, Subject, Part Of Term, Registration Status, Grade, Reason, and Comment. The table contains one row with the following data: CRN: 37754, Course: Women Safety Awareness/Defense, Subject: Health Science - HLSC, Part Of Term: Full Term, Registration Status: **Web Registered** - RW, Grade: A, Reason: Original Entry - OC, Comment: . Below the table, there is a 'Records Found: 1' label. At the bottom, there are three buttons: 'Save', 'Reset', and 'Review Components'.

This is the first page you will see when accessing Faculty Grade Change. Once you get here, you will need to enter the term for which you plan to change a grade. You will also enter a UVID for an individual student, or the CRN for all the students in a specific course for the entered term.

Note: You do not need to fill out the “Program” field or the “Student Name” field. You can only search for students and courses assigned to you. You cannot search for students that did not take a class from you.

The screenshot shows a web application interface for UVU Banner Services. At the top is a dark green header with the text "UVU | BANNER SERVICES" on the left and a settings gear icon and a user profile icon on the right. Below the header is a breadcrumb trail: "Student Academic Review > Search for Students". The main content area is titled "Student Academic Review" and contains a sub-header "Search for Students". Below this, there is a section titled "Select a Term (required) with one or more search criteria". This section contains four input fields: "Term*" (a dropdown menu with "Select a Term" as the placeholder), "Student ID" (a text input field with "Enter Student ID(s)" as the placeholder), "Student Name" (a text input field with "Enter Student Last, First or Middle Name" as the placeholder), and "Program" (a dropdown menu with "Select a Program" as the placeholder). Below these fields is a "CRN" text input field with "Enter CRN" as the placeholder. At the bottom right of the form are two buttons: "Search" and "Clear".

This is what your search results should show after entering a valid CRN. It should return a list of students, with their picture and UVU ID number. Select the UVU ID next to a student to update their grade.

Note: Student information has been redacted from the screenshot below.

[illegible]

This is the page you will see after selecting a student's UVU ID. You will update the grade by clicking on the "Grade" drop-down menu and choosing the new grade for the student. Next, you will select the drop-down menu for "Reason" and select why you are changing the grade.

Note: The Grade and Reason fields are both required. You do not need to enter a comment. Student information has been redacted from the screenshot below.

UVU | BANNER SERVICES

Faculty Grade Entry • Student Academic Review • Search for Students • Student Programs • Course List

Student Academic Review

Selected Term: 202520
Student Status: A5-Active Status
Enrollment Status: Eligible to Register

Study Path: -
Campus: -

Search Again

CRNs not associated with Study Path

Search

CRN	Course	Subject	Part Of Term	Registration Status	Grade	Reason	Comment
37754	Women Safety Awareness/Defense	Health Science - HLSC	Full Term	**Web Registered** - BW	A	Original Entry - OE	

Records Found: 1

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Save Reset Review Components

When you are done selecting the new grade and the reason, click the "Save" button on the bottom of the page. Once you click "Save" the new grade will be updated for the student. At this point, you can go back to "Search for Students" to change more grades if needed.

If you are unable to update a grade, or run into any issues with this new tool, please contact the Registrar's Office.