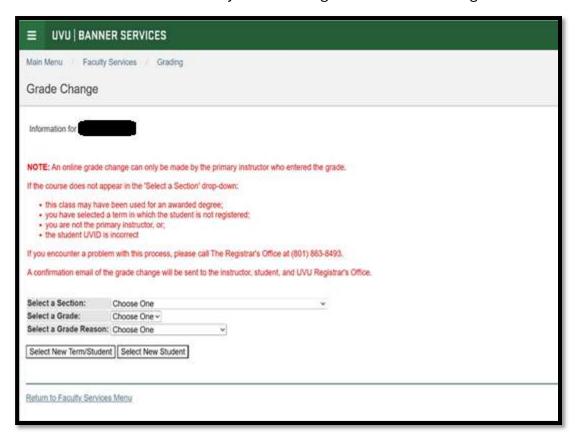
Faculty Grade Change in Banner Self-Service 9:

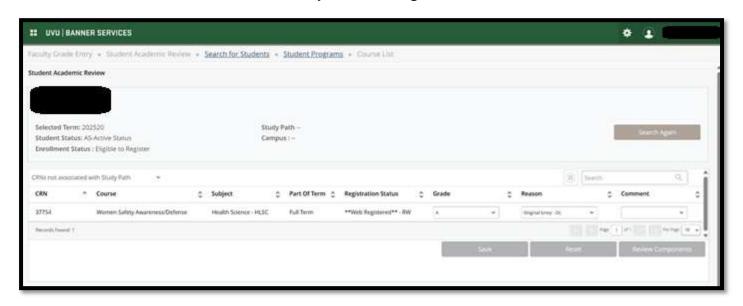
The following URL can be used to directly access the new Faculty Grade Change tool:

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

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

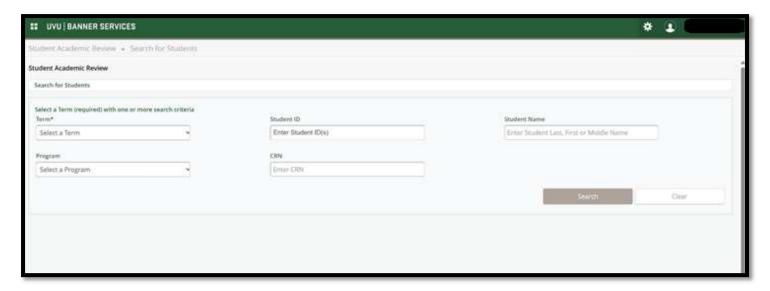


The screenshot below shows the new Faculty Grade Change tool:



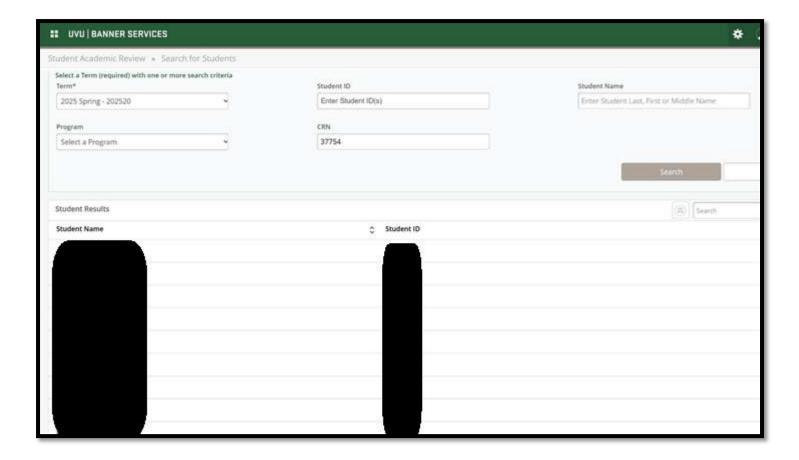
This is the first page you will see when accessing Faculty Grade Change. Once you get here, you will need to enter the term for which you plan to change a grade. You will also enter a UVID for an individual student, or the CRN for all the students in a specific course for the entered term.

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.



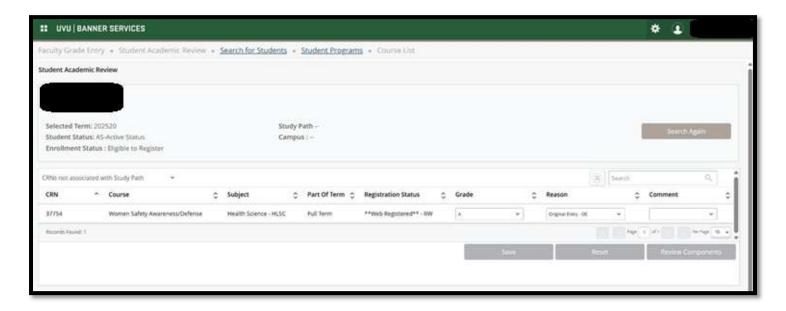
This is what your search results should show after entering a valid CRN. It should return a list of students, with their picture and UVU ID number. Select the UVU ID next to a student to update their grade.

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



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.



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.