

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 'Faculty & Advisors Menu' for SUNGARD HIGHER EDUCATION. The browser's address bar shows the URL: http://fselfserv.slu.edu:7786/devdbs01_bande/twbkwbis.P_GenMenu?name=bmenu.P_FacMainMnu. The page features a navigation menu with 'Personal Information' and 'Faculty Services'. A red arrow points to the '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 in this list. The page footer includes 'RELEASE: 7.4' and 'powered by SUNGARD HIGHER EDUCATION'. The Windows taskbar at the bottom shows several open applications, including 'Final Grades', 'SLU Mail - Inbox (3) - ky...', '12 Internet Explorer', 'C:\Documents and Sett...', 'Grade Change Workflow ...', and 'untitled - Paint'. The system clock shows 4:50 PM.

Faculty & Advisors Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fselfserv.slu.edu:7786/devdbs01_bande/twbkwbis.P_GenMenu?name=bmenu.P_FacMainMnu Go Links >>

SUNGARD HIGHER EDUCATION

Personal Information **Faculty Services**

Search Go RETURN TO MENU SITE MAP HELP EXIT

Faculty/Advisors Services

[Go To Your Course Evaluation Archives](#)
**Attention:* Pilot program members click [here](#).
Term Selection
[Student Information Menu](#)
--Advising Tools
[Active Assignments](#)
[Add or Drop Classes](#)
[Assignment History](#)
[Class List: Detail](#)
[Class List: Summary](#)
--Spreadsheet
[Course Catalog](#)
[Faculty Course Selection](#)
[Faculty Detail Schedule](#)
[Final Grades](#)
[Look Up Classes For A Student](#)
[Midterm Grades](#)
[Office Hours](#)
[Registration Overrides](#)
[Search Schedule Of Classes](#)
[Syllabus Information](#)
--Requires HTML
[Week at a Glance](#)

RELEASE: 7.4 powered by SUNGARD HIGHER EDUCATION

Final Grades

Start SLU Mail - Inbox (3) - ky... 12 Internet Explorer C:\Documents and Sett... Grade Change Workflow ... untitled - Paint Internet << 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 at the Registrar's Office.

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application. The browser's address bar shows the URL: `http://fselfserv.slu.edu:7786/devdbs01_bande/xbwllkfgd.P_FacFinGrd`. The page header includes 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. Below the dropdown is a 'Submit' button. The page footer contains the text 'RELEASE: 6.1' and 'powered by SUNGARD HIGHER EDUCATION'. The Windows taskbar at the bottom shows several open applications, including SLU Mail, Internet Explorer, and Paint.

Select Course

CRN Selection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fselfserv.slu.edu:7786/devdbs01_bande/xbwkffgd.P_FacFinGrd 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:

- 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 Sett... | 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 an automatic process that takes place approximately 24 hours after the grades have been submitted. 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 000 Kathleen E. Yezpe
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

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://fselfserv.sl.u.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

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:
Reason For Grade Change:

RELEASE: SLU DEVELOPED - 1.0 - FEBRUARY 12, 2008 powered by **SUNGARD HIGHER EDUCATION**

Done
Start | SLU Mail - Inbox (3) - ky... | 12 Internet Explorer | C:\Documents and Sett... | Grade Change Workflow ... | untitled - Paint | Internet | 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://fssselfserv.slu.edu:7786/devdbs01_bande/vxslugchg_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:

Reason For Grade Change:

RELEASE: SLU DEVELOPED - 1.0 - FEBRUARY 12, 2008

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

Grade Change Form Submitted

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

Grade Change Submitted - Microsoft Internet Explorer

Address: http://fssselfserv.slu.edu:7786/devdbs01_bandev/xslugrchg_p_grchgsbmit

SUNGARD HIGHER EDUCATION

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. Yeppez
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. 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 following content:

- Browser Title:** Workflow 4.4.1 (wfbandev) - kyepez - Mozilla Firefox
- Address Bar:** http://fsworkflow.slu.edu:7779/wfbandev/home/quickLaunch.do?workItemPK=650314
- Page Header:** Worklist Grade Change Dean Approval Form
- Left Navigation Menu:**
 - Home
 - Worklist
 - Workflow Status Search
 - Workflow Alerts
 - User Profile
 - My Processes
 - User Information
 - Change Password
 - Administration
 - Business Component Catalog
 - Enterprise Management
 - Business Events
 - In-process Monitoring
 - Workflow Modeler
- Main Form Content:**
 - Date: Sep 09, 2008
 - Student Information
 - 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. Yepez
 - Current Grade: C
 - New Grade: B
 - Reason for Grade Change: Calculation error.
 - Dean Decision Information
 - * Approve or Disapprove?
 - Approved
 - Denied
 - Comment:
- Buttons:** Complete, Save & Close, Cancel
- 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. Yopez

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 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: Email only to Instructor.

Thank you,
Office of the University Registrar

Final Results and Reminder

- Banner is updated automatically

Reminder: Use paper form if past one year.

Problems or Questions

If you have questions or problems, please contact Patricia M. Blockmon at the Registrar's Office.

Email: registrar-madrid@slu.edu