




Faculty Guide to Submitting a Grade Change Request Online

1. Access the following URL for Banner Web via DrexelOne : <http://one.drexel.edu/>
 - a. If you are accessing DrexelOne off campus internet network you will need to login to the Drexel VPN to submit grades. Please use the following webpage to access instructions on how to login to Drexel's VPN.

<http://www.drexel.edu/irt/connect/vpn/>

2. This will take you to **DrexelOne**

**DrexelConnect** MULTI-SYSTEM ACCESS

Enter your DrexelOne Userid and Password

Userid:

[Need to get a DrexelOne account?](#)

Password:

[Need help with your password?](#)

"Central Authentication System" is now DrexelConnect

DrexelConnect is the new name for easy multi-system access. (The old name was Central Authentication Service. See our [FAQ](#) for more information on the name change or other questions on DrexelConnect.)

Connect at the left with your DrexelOne user-id and password. Once connected, you can access any DrexelConnect service - including DrexelOne, Drexel Learn, and BannerWeb - without entering your password again. When you logout of a service, your browser remains "connected" so that you can re-enter that service or access other ones without entering your password.

Logout, Disconnect, Close and Quit Browsers To Protect Yourself

As you finish with DrexelOne, Drexel Learn, BannerWeb, or other DrexelConnect services, you should sign out of those services. When you're fully done or leaving this computer, you should logout of services that are open in other tabs or windows then click the Disconnect button to prevent new sessions from being started without your password. For added protection, close all browser windows (and quit the browser if its menu bar is still visible), particularly if other people have access to this computer.


Terms of Service

This is a private system. Unauthorized access to or use of this system is strictly prohibited. By continuing, you acknowledge your awareness of and concurrence with the [Acceptable Use Policy](#) of Drexel University.

Unauthorized users may be subject to criminal prosecution under the law and are subject to disciplinary action under University policies.

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[Need More Help?](#)
Email, text chat, or call IRT.



Login using your Drexel University Username and Password.

- Your DrexelOne **User-ID** is the same as your Drexel Computer Account. Usually this is your initials followed by two or three digits (for example, abc12).
- Your DrexelOne **Password** is your e-mail password.

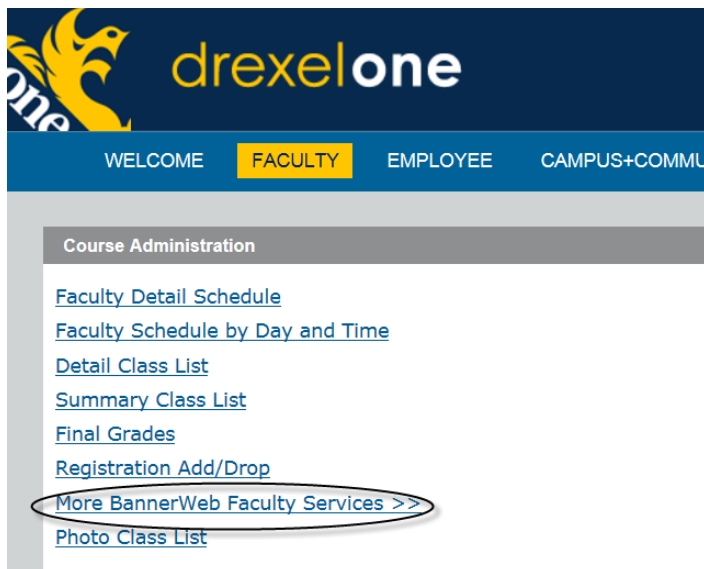
If you have not picked up your Drexel computer account(s), go to the Computer Accounts Management Systems pages at <https://accounts.drexel.edu/>. You will receive the information you need for your DrexelOne access, as well as other Drexel account

related information. After you have activated your account, please return to <http://one.drexel.edu/> to log in to DrexelOne.

3. Once you are logged click on the Faculty Tab.



4. Under the Course Administration channel select More BannerWeb Faculty Services.



5. Within the Faculty and Advisors menu select the Submit Grade Change link.

Drexel University BannerWeb Information System

Personal Information Student Services Financial Aid Services **Faculty Services** Employee Services SDCS Services Advisor Visit Tracking

RETURN TO MENU HELP EXIT

Faculty & Advisors Menu

- Advisor Menu
View a student's transcript; View a student's grades; Display your security setup.
- DegreeWorks for Faculty and Advisors
Displays degree audit information for undergraduate students admitted in academic year 2006-2007 and after.
- Student Menu
Display student information; View a student's schedule; Process registration overrides; Process a student's registration; Change a student's class options.
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Academic Progress Report and Early Warning System (APR/EWS) Faculty Feedback
- Mid Term Grades
- Final Grades

Please note the following Grade Submission deadlines for Summer Quarter 2014-15
 For classes with enrollment of 50 or more, grades are due 22 hours after the final exam.
 For classes with enrollment less than 50, grades are due 48 hours after the final exam.
 The ability to submit grades will be disabled on Wednesday, September 9, 2015 at 12 PM Noon.

There is no early grade submission for students graduating in the Summer Quarter.

Please note the following Grade Submission deadline for Summer Semester 2014-15 (excluding School of Law and College of Medicine, Years 1-4)
 For classes with enrollment of 50 or more, grades are due 22 hours after the final exam.
 For classes with enrollment less than 50, grades are due 48 hours after the final exam.
 The ability to submit grades will be disabled on Wednesday, August 26, 2015 at 12 PM Noon.

There is no early grade submission for students graduating in the Summer Semester.

- Registration Add/Drop
- Submit Grade Change**

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6. Select a respective course by clicking on the CRN number to change a student's grade. The online grade change functionality will only be available for courses that occurred within one academic year of the current term.

Personal Information **Faculty Services** Employee Services

RETURN TO THE FACULTY MAIN MENU HELP EXIT

Final Grade Change Request - Course Select

Click on the CRN for the course in which a grade change is being requested.

Term	CRN	Course	Course Title
200945-Summer Quarter 09-10	40840	INFO 631 900	Info Technology Integration
200925-Winter Quarter 09-10	22961	INFO 101 501	Introduction to Info Tech
200925-Winter Quarter 09-10	21787	INFO 101 701	Introduction to Info Tech
200915-Fall Quarter 09-10	13138	INFO 101 501	Introduction to Info Tech
200845-Summer Quarter 08-09	40649	INFO 215 501	Soc Aspects Of Info Systems
200845-Summer Quarter 08-09	40756	INFO 215 701	Soc Aspects Of Info Systems

7. Select the student(s) for which a grade change is required by clicking the check boxes on the left of the form. Then select Continue below. Students who do not have a check box are not eligible for a grade change due to one of the following reasons:

- The student has graduated
- The student has an existing grade change request pending
- The student has withdrawn from course (Final Grade = W)

Final Grade Change Request - Student Select

Please check the select box for the student(s) for which a grade change is needed and then click continue below. If a select box does not appear next to the student's name, a grade change cannot be submitted for the student.

Term: 200925
 INFO 101 501 (CRN 22961) - Introduction to Info Tech

Select	Record Number	Student Name	ID	Final Grade
<input type="checkbox"/>	1	Brown, Domic	11111111	A
<input type="checkbox"/>	2	Butler, Deon	22222222	W
<input type="checkbox"/>	3	Howard, Ryan	33333333	A+
<input type="checkbox"/>	4	Hunt, Tony	44444444	A-
<input type="checkbox"/>	5	Kolb, Kevin	55555555	B+
<input type="checkbox"/>	6	Mills, Zack	66666666	B-
<input type="checkbox"/>	7	Norwood, Jordan	77777777	A
<input type="checkbox"/>	8	Paterno, Joseph	88888888	B
<input type="checkbox"/>	9	Robinson, Michael	99999999	A+
<input type="checkbox"/>	10	Royster, Evan	12345678	A+
<input type="checkbox"/>	11	Victorino, Shane	23456789	INC
<input type="checkbox"/>	12	Werth, Jayson	34567890	B

Continue Clear Selections

[Return to Course Select](#)

8. An Instructor must:

- Select a new grade for the student
- Select an appropriate change reason description via the drop down menu
- Enter justification comments to aid department grade approver when reviewing the request

When all 3 fields are complete, select the Submit Grade Change Request(s) button.

Personal Information Faculty Services Employee Services HELP EXIT

Final Grade Change Request - Grade Select

You must select a New Grade, Change Reason, and enter Justification Comments before clicking the submit button below.

Term: 200925
INFO 101 501 (CRN 22961) - Introduction to Info Tech

Student Name	ID	Final Grade	New Grade	Change Reason	Justification Comments
1 Mills, Zack	66666666	INC	B	INC changed to Grade	Student had medical emergency during the term so I allowed her to finish all course work by week 2 of the following term.
2 Norwood, Jordan	77777777	A	A+	Grade Recalculated	Student submitted an extra credit assingment that needed to be included in final grade calculation.
3 Robinson, Michael	99999999	A+	B+	Entry Error	I accidently entered the wrong grade for this student

[Submit Grade Change Request\(s\)](#)

[Return to Course Select](#)

9. The Final Screen confirms to the instructor that the grade change request has been submitted via DrexelOne.

Personal Information Faculty Services Employee Services HELP EXIT

Final Grade Change Request - Submission Confirmation

You will receive a confirmation email shortly for each of the grade change(s) you have requested. After the course department grade approver reviews the request, you will receive another email informing you whether your request has been approved or denied.

To submit another grade change request, click the "Return to Course Select" link below.

DO NOT click the Back or Refresh buttons in your web browser.

[Return to Course Select](#)