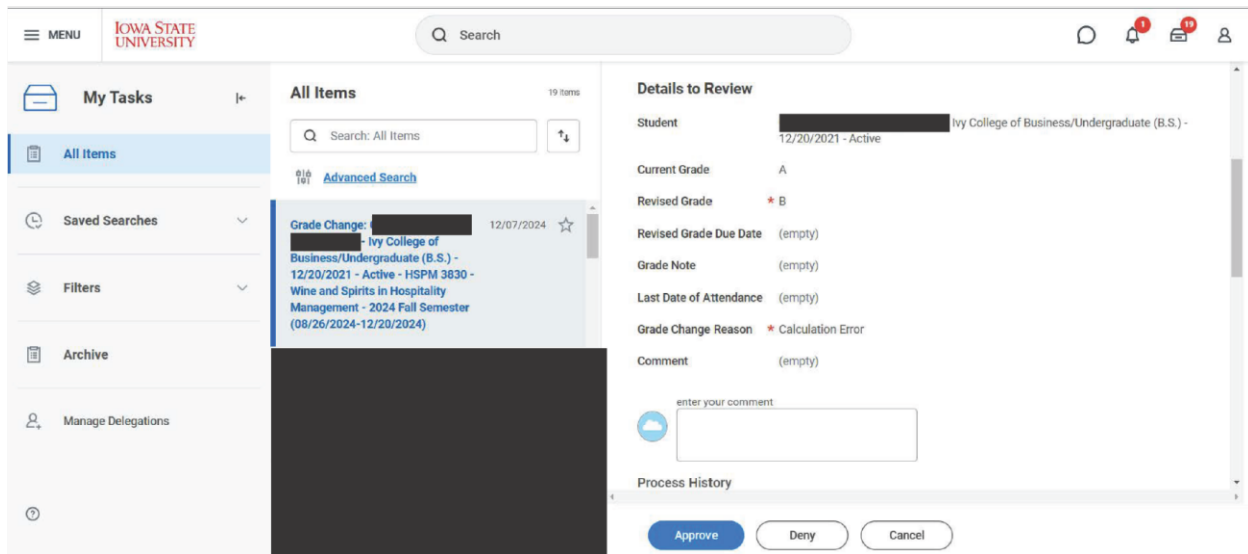


Hello,

You are receiving this email because you are in a security group that can receive grade change tasks for the fall 2024 term. These changes will be submitted in Workday starting after the final grade submission deadline on December 23<sup>rd</sup>, 2024. Please note as of fall 2024 there is no longer a late grade submission period for instructors to submit non-reports without approval. All grade changes will need approval after the deadline including those for non-reports.

Previously, on the Grade Report to the Registrar form, an instructor would specify the email address for the Department Chair, DOGE, or other designee who would review then approve the grade change form. With Workday, this routing happens automatically. When an instructor makes a change to a grade after the final grade submission deadline, this change will route for approval directly within Workday.

You will receive a notification in Workday that you have received a Grade Change task. It will appear in your My Task inbox (the tray icon to the left of your picture in the upper right corner) and will have a naming convention that indicates it is a Grade Change for a specific student, what the course is, and when the course was taught. Clicking on this task in the inbox will show you more details about the change, including the current grade, the revised grade (what you are being asked to approve) and the reason for the change as indicated by the instructor.



The screenshot displays the Workday interface for a Grade Change task. The top navigation bar includes the Iowa State University logo, a search bar, and notification icons. The left sidebar shows 'My Tasks' with 'All Items' selected. The main content area is divided into three sections: 'All Items' (19 items), 'Details to Review', and 'Process History'. The 'All Items' section shows a search bar and a list of tasks, with the selected task titled 'Grade Change: [Redacted] 12/07/2024'. The 'Details to Review' section shows the following information: Student: [Redacted] Ivy College of Business/Undergraduate (B.S.) - 12/20/2021 - Active; Current Grade: A; Revised Grade: \* B; Revised Grade Due Date: (empty); Grade Note: (empty); Last Date of Attendance: (empty); Grade Change Reason: \* Calculation Error; Comment: (empty). At the bottom, there is a text input field for 'enter your comment' and three buttons: 'Approve', 'Deny', and 'Cancel'.

To approve the submission, click the Approve button at the bottom of the screen or, to deny the change, click the Deny button.

Once approved, unless there is additional approval needed by others (such as college approval for changing a letter grade to an incomplete with alternate grade), the grade will automatically update on the students record.

If you have any questions, please let the Records team know at [academicrec@iastate.edu](mailto:academicrec@iastate.edu) or 4-1840.