Welcome to a new era!

Instructors are now able to complete grade changes online. Once an instructor has submitted an online grade change and the department has approved it, you will receive an email notifying you of the change as shown in the sample email below:
The approval of the online grade change is processed by completing the following steps:

**Step 1: Log in to PAWS using your epanther ID and password.**

1. Log in to PAWS using your epanther ID and password, then click the 'Sign In' button.
2. At the top of the page, click on the Worklist to open the link.

**Step 2: At the top of the page, click on the Worklist to open the link.**
Step 3: The page opens to the view shown below:

Click on the data (bluish in color) shown under the Link column:
You are now on the Grade Change Approval Page.

Note: In order to remain in compliance with FERPA regulations, the student’s name and campus ID has been removed from this training document but will appear on actual grade change approvals.

The Grade Change Pending Approvals defaults to Pending as shown below:
Step 4: Click on the arrow to review the available Grade Change Pending Approval choices. Select the appropriate action from the Dean Approval Required drop-down list.
If the grade change is approved, select **Approved** and then click the **Save** button. You are now done. Return to the worklist and click **Mark Worked** to remove the student from your worklist.

However, if the grade change is **Denied**, see step 5:

**Step 4a:** If there are more online grade changes to process, click on the **View Worklist** button to go back to the **Worklist** to choose the next student. Repeat steps 3 and 4.
Step 5: If you are denying the grade change, select **Denied** from the drop-down list.

If you are denying the online grade change, a denial reason must be entered in the **Denial Reason** Box or you will receive the **Error Message** shown below:
After entering the Denial Reason, click the **Save** button. The message above the drop-down list changes from **Grade Change Pending Approvals** to **Grade Change Complete**. You are done.

If the grade change is **approved** an email is sent overnight to both the instructor and the student informing them of the approval.

If the grade change is **denied** an email is sent to the instructor informing him/her the grade change has been denied and the reasons given for the denial.