Guide for Rutgers Faculty Using the Electronic Grade Change System (EGCS)

Rutgers University
Office of the Registrar
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• EGCS is a web based system where faculty, course instructors, Dept. Chairs and Deans go to create and submit grade change requests for students.

• EGCS is a component of the Rutgers Electronic Student Grading System which is accessed online at: https://sims.rutgers.edu/rosters/

• Faculty and course instructors will submit the grade change request.
• Department Chairs and Deans will either approve or reject the grade change request.

• This User Guide is designed to provide detailed information regarding use of the EGCS system.
• This guide serves as an aid for faculty and academic administrators to create, submit and approve grade changes requests.
• For **technical questions** (e.g. NetID or Browser issues) please contact the OIT Help Desk.
  
  – New Brunswick: 732-445-4357 – or – helpdesk@nbcs.rutgers.edu
  
  – Camden : 856-225-6274 – or – help@camden.rutgers.edu
  
  – Newark: 973-353-5083 – or – help@newark.rutgers.edu

• For **REGIS/EGCS user questions** (e.g. cannot view your roster), please contact the Offices of the Registrar:

  – New Brunswick : 848-445-3260
  
  – Camden : 856-225-6053
  
  – Newark : 973-353-5324
Note from the Registrar

Please note that the Registrar’s role is to Grant Controller access to the Top Level Deans of each school.

The Dean is responsible for granting and revoking privileges to Department Chair(s) and other Department administrators under their purview.

The Department Chair is responsible for granting and revoking privileges to department administrators, faculty and GAs/TAs.

It is vitally important to ensure student confidentiality and that Deans and Department Chairs/Administrators monitor the granting and revoking of privileges for authorized personnel only.

Privileges must be revoked from an individual immediately upon termination of employment or if an individual moves to a different unit within Rutgers.
Authority & Responsibility:

1. Submitting Grades & Grade Change Requests –
   - The instructor(s) of a specific course holds the responsibility of assigning and submitting Warning or Final Grades for students enrolled in the course.
   - Additionally, the assigned instructor(s) of a specific course is also responsible for submitting Grade Change Request for a student who was enrolled in the course/section.

2. Approve Grade Change Requests –
   - The Chairperson of a department in which a course was offered holds the responsibility of approving/denying Grade Change Requests submitted by instructors assigned to teach for their department.
   - Upon departmental approval of the Grade Change Request, the Dean of the School under which the department has offered the course, holds the top-level responsibility for approving/denying the Grade Change.
To access the roster and view, print, download, submit Warning or submit Final Grades, click on **Option 1 “Rosters & Electronic Grading Information System (REGIS)”**.

To submit a Grade Change Request click on **Option 2 “Electronic Grade Change System (EGCS)”**.

Rutgers Academic Administrators and Faculty may be granted access to course rosters through the Rutgers Electronic Student Grading System at: [https://sims.rutgers.edu/rosters/](https://sims.rutgers.edu/rosters/)

This on-line system provides the option to view rosters, submit warning and final grade, as well as submit grade change requests for students.
To Grant/Revoke privileges for:
Dept. Chair, Dept. Administrators, Faculty, Instructors or Graduate Assistant (GA)

After clicking on the desired feature the user will then be required to log in to the system.

You must have an active NetID to log in.
For details regarding the NetID go to https://netid.rutgers.edu/index.htm.

Granting and Revoking privileges to course Rosters (REGIS) or Grade Changes (EGCS) may only be done through the REGIS feature (Option 1) of this system.
Rutgers Electronic Student Grading System

MANAGING ACCESS TO EGCS: GRANTING/REVOKING PRIVILEGES
To Grant/Revoke privileges:

After logging in and clicking on REGIS (option 1), users holding the privilege of “CONTROLLER” must then click on the “View & Grant/Revoke Privileges” feature tab just below the REGIS banner at the top of the application.
On the **View & Grant/Revoke Privileges** feature:

A list of courses and privileges that the currently logged in user has access to will be displayed.

**To find an eligible Rutgers employee:**

Scroll down to the “Search Course Access Privileges” section.

Enter the **NetID OR Last Name AND First Name** of the user requiring access.

Click the **Search** button.
Here in the Maintain Course Access Privileges section is where Deans and Dept. Chairs will manage access to:

**Grant Course Access and Grade Change Privileges**
to the “Selected Faculty/Instructor User”

**OR**

**Grant Grade Change Approver Privileges**
to the “Selected Dean or Dept. Chair User”

*NOTE:* It is the responsibility of the department to “Revoke” access to rosters from users who are no longer with the department.
To **Grant Access and Grade Change Privileges** to course rosters:

**Step 1.** *(is to indicate the exact course or range of courses the Faculty/Instructor user will oversee.)*

Enter the entire **course number** starting with:

1. **Unit** (the school unit offering the course)
2. **Subject** (the subject code for the course)
3. **Course** (the code for the distinct course)
4. **Section** (if there are multiple sections taught by different instructors, enter the distinct section to be granted to the individual)
5. **Supplement** (some courses have supplemental codes such as NB, NK, etc.)

**Step 2.** *(is to select the type of Role the individual will have on the roster).*

**Select the appropriate Role to be granted** according to the individual’s role in the department regarding management of class rosters. A brief description of each “Role” is provided for each type.

Click **Grant Access Privileges** button.

*NOTE: It is the responsibility of the department to “Revoke” access to REGIS/EGCS from users who are no longer with the department.*
To **Grant Grade Change Approver Privileges**
to Deans and Dept. Chairs:

**Step 1.** *(is to indicate the exact course or range of courses the administrator will approve/deny Electronic Grade Change Requests for.)*
Enter the entire **course number** starting with:
1. **Unit** (the school offering the course)
2. **Subject** (the department code offering the course)
3. **Course** (the code for the distinct course)
4. **Section** (if there are multiple sections taught by different instructors, enter the distinct section to be granted to the individual)
5. **Supplement** (some courses have supplemental codes such as NB, NK, etc.)

**Step 2.** *(is to select the type of Grade Change Role access the individual will have on the roster).*

Select the **Role to be granted** according to the individual’s role in the department regarding management of class rosters. A brief description of each “Role” is provided.

Click **Grant Grade Change Access Privileges** button.

*NOTE:* It is the responsibility of the department to **Revoke** access to REGIS/EGCS from users who are no longer with the department.
Privilege Options for Grade Changes

(Note: Faculty/Instructors assigned to a roster with “Grader” privileges will automatically have the privilege to submit grade change requests via EGCS for the students in the assigned course.)

• **Dept. Chair Approver** - can request grade changes and approve grade changes requested by Graders and Controllers.

• **Dean Approver** - can request grade changes and approve grade changes requested or approved by Department Chairs.

• **Registrar Staff Approver** - can create grade changes and approve grade changes requested by authorized Graders, Controllers, Department Chairs and Deans.

• **Grade Change Guest** - can view Pending and History grade changes.
Options for Granting Privileges – by Role

The following are descriptions of what an individual holding the specified role will see on the EGCS web interface when granting privileges.

**Dept. Chair** will see the GRANT Grade Change Approver Privileges with the following options:
- **Dept. Chair Approver** - can request grade changes and approve grade changes requested by Graders and Controllers.

**Dean** will see the GRANT Grade Change Approver Privileges with the following options:
- **Dept. Chair Approver** - can request grade changes and approve grade changes requested by Graders and Controllers.
- **Dean Approver** - can change grades and approve grade changes requested or approved by Department Chairs.
To **Revoke privileges** from an individual no longer in the department:

After logging in, click the **View & Grant/Revoke Privileges** tab:

A list of courses that the currently logged in user has access to will be displayed.

**To find a Rutgers employee** to revoke privileges from:
1. Scroll to the bottom to the “Search Course Access Privileges” section.
2. Enter the NetID OR Last Name (AND/OR) First Name of the user whose access will be revoked.
3. Click the Search button.
4. The page will refresh and display a list of users matching the search criteria entered, will appear at the bottom of the page.
5. Click to **select the appropriate user** to be granted privileges.

The page will refresh and display “**Revoke Privileges From <NAME>**”. Then below this heading, the list of rosters the user has access to will be displayed.

Click the check box next to each roster for which access will be revoked.

Click **Revoke Access Privileges** button.

When finished Granting/Revoking privileges to class rosters, please do not forget to click **Log Out** at the top right corner of this on-line application.
Rutgers Electronic Student Grading System
Electronic Grade Change System (EGCS)

CREATE GRADE CHANGE REQUEST
The Electronic Grade Change Request Process Has 2 Main Functions:

1. Create Grade Change –
When selecting the Create Grade Change tab, an authorized user will be able to:
   - Search for a Student
   - Search Archived Student Records
   - Create a Grade Change Request
   - View Grade Change History

2. Approve Grade Change –
When selecting the Approve Grade Change tab, an authorized user will be able to:
   - approve or reject a grade change request that has been submitted.
     • Dept. Chairs will only see the list of Grade Change requests submitted for courses under their purview.
     • Deans will see the list of Grade Change requests submitted by every department.
NOTE: Once the Final Grading period is over (after the established deadline date) instructors must process the Grade Change requests on-line through the EGCS feature of the Rutgers Electronic Student Grading System.

After logging in, instructors of a course may click the “Electronic Create Grade System (EGCS)” link in order to submit Grade Change requests for approval to the Dept. Chair.
Once in the EGCS system, instructors will click the “Create Grade Change” tab.

1. Submitting a Change of Grade request begins by searching for the proper Student. (It is absolutely vital to verify the identity of the proper student whose record will be changed.)

2. This is done by entering the Student’s RUID -OR- LAST NAME and FIRST NAME.

3. Then select the Year and Term in which the course was taken and for which the grade change will be applied.

4. Enter the UNIT-SUBJECT-COURSE-SECTION information into the appropriate text field box. (If the section is not known, enter ALL into this field and the system will search all sections of the course given.)

5. Click the “Search” button.
Instructor must identify the student whose recorded grade is being changed.

NOTE: If the Student and Course information does not match the system will respond with a message:

You’ve encountered the following error(s)
  • No search results returned

Simply review the information provided and make appropriate corrections on the application then click Search.

However, if the information was entered correctly, the instructor may click on search archived records link to transfer you to the Search Archived Student Records page (see Search Archived Student Records on the next slide).

It is there that you can search the Archive Database for Students no longer attending Rutgers.

Note: If you do not have authorization to grade the course the following message will be displayed next to the name of the Student:

“You are not authorized to create a Grade Change for this Course/Section”
The **Grade Change – Search Archived Students Records** allows you to search for Rutgers students no longer active at the University.

To search for an archived student record, enter the Student’s Rutgers Id, the Year, Term, Unit, Subject, Course, Supplement Code, and Section Number for the course you would like to change the grade.

If you do not know the section number, enter ALL. The system will check all sections of the course for the Student. Click the “Search” button.

**Important:** If the course has a supplement code, you must enter it, otherwise the search would return no matches.

If your search returns a match, you will be transferred to the **Create Grade Change** page.

If your search returns no match, please check the Rutgers ID, semester and course information and supplement code and try again. (If the problem persists, contact the Registrar's Office.)

If you do not have authorization to grade the course the following message will be displayed:

“**You are not authorized to change this grade**”
After entering the correct student AND course information the page will refresh and display the Student Search Results.

In this example, there are 2 students that match the Search criteria based on Last Name, First Name, Year/Term, and Course information.

Click the Change Grade link to change the grade of the appropriate student.

You may also click the View History link in this box to review the history and progress of this particular Electronic Change of Grade request.

It is vital that instructors verify the appropriate student record to apply the proper Change of Grade to, in order to ensure data integrity.
After clicking the Change Grade link the page will refresh and a text field box will appear to the right of the Student Information table under the heading of *New Grade, and another text field box will appear under the *New Comments heading.

Enter the new grade in the box and also enter a comment (*which is required) in the comments box.

Set a check in the boxes for Notification of the appropriate individuals who should be notified of this change and the Dept. Chair will be automatically notified (except during the period when Final Grades are available for submission).

Click the Enter button.

The screen will refresh indicating the Change of Grade was successfully submitted in green text.

When finished submitting Electronic Grade Changes (EGCes), please do not forget to click Log Out at the top right corner of this on-line application.
Rutgers Electronic Student Grading System

APPROVING GRADE CHANGES
Grade Change Workflow

• A grade change request made by a Grader or a Controller needs to be approved by a Department Chair and later by a Dean.

• A grade change request made by a Department Chair needs to be approved by a Dean.

• A grade change request made by a Dean or Registrar is immediately applied to the Student’s record.

• Any grade change request pending approval by Dean or Department Chair may be approved or rejected by a Registrar.

• If a grade change request is approved, it is immediately applied to the Student’s record.
Instant Approvals:

The following exceptions to the workflow apply during the open grading period:

• A change from a temporary grade made during an open grading period is instantly applied to the Student’s record.

• A change from an incomplete grade made during an open grading period is instantly applied to the Student’s record.

• A change from blank grade (no grade) made during an open grading period is instantly applied to the Student’s record.

• **NOTE:** Grade change request to a lower grade, cannot be submitted via EGCS and therefore must be submitted in writing to the appropriate Dean of the school in which the course was offered.
Acceptable Grade Change Request Options

Allowed Grade Changes via EGCS

• Graders, Controllers, Department Chairs and Deans may request the following types of changes through EGCS:
  – A grade change from a blank grade to a letter grade that is valid for the school that offers the course.
  – A grade change from any letter grade other than the W grade to a higher letter grade allowed for the school that offers the course.

The following types of changes can only be done at the Registrars' Offices, and should be requested using the proper paper form:
  – A grade change from a W grade to any other grade
  – A grade change to a W grade
  – A grade change to NG grade (removing a grade)
  – A grade change to a lower grade

**NOTE:** A grade may not be changed to a grade that is not valid for the school that offers the course under any circumstances.
Email Notifications

• If a grade change is requested and instantly applied (see "Instant Approvals" section), a notification is automatically sent to the Student, provided that the email address has been supplied with the request.

• If the Registrar changes a grade, he or she decides whether to notify one or more people from the following list:
  – Student (requires contact information)
  – Instructor (requires contact information)
  – Department Chair
  – Dean
Approving Electronic Grade Changes (EGCs)

- After an Instructor or Dept_Chair submits an Electronic Grade Change (EGC) it must be approved by next level administrator as follows:
  - **Instructor** *(submits EGC to be approved by)* > **Dept. Chair**
  - **Dept. Chair** *(submits EGC to be approved by)* > **Dean**
  - *(NOTE: EGCes that are submitted during the Final Grading period for the semester in which the course is taken do not need Dept. Chair approval.)*

- If an instructor submits an EGC after the Final Grading period has closed, the Dept. Chair will receive an email notification informing the incumbent that an EGC is awaiting approval.
Email Notifications to Grade Change Approvers

• Every night an email message is automatically sent to all Deans and Department Chairs who have requests waiting for their approval. If multiple individuals are authorized to update a request, all of them are notified.

• If the Dean approves a pending grade change, an email notification is automatically sent stating the grade change was approved.
  The email will be sent to the:
  – Student (provided an email address has been supplied with the request)
  – Instructor (provided an email address has been supplied with the request)
  – Department Chair

• An alert is also sent to the student informing him that the grade change has been approved.

• If the Registrar approves a pending grade change, an email notification stating the grade change has been approved is automatically sent to the Student, provided an email address has been supplied with the request.
After logging in, Dept. Chairs and Deans must click the “Electronic Create Grade System (EGCS)” link in order to review, approve, or reject Grade Change requests.
After logging in the **Dept_Chair or Dean** must click the “Approve Grade Change” tab.
**NOTE:** The Approve Grade Change tab will only be displayed if you have Department Chair, Dean or Administrator authority.

When selected, a list of Students who had grade change requests submitted will be displayed.

The list will only contain Grade Change requests that the Dept. Chair or Dean user is authorized to approve or reject within their purview.

**Click the Approve or Reject** radio button for each grade change that is displayed; the Pending selection is the default choice and may be left selected until the decision to Approve or Reject has been made.

Click ‘Enter’ to submit the decision(s) made on the list.

The following page will be presented.

This page lists all successful Grade Changes that have been approved or rejected.

It will also list any Grade Changes that are still pending.

For questions, comments or suggestions contact [Camden Help Desk](https://camden.rutgers.edu), [Newark Help Desk](https://newark.rutgers.edu), or [visit web sites](https://campus.rutgers.edu) for Camden campus, Newark campus, New Brunswick/Piscataway campus, or [Office of the Registrar](https://Registrar.rutgers.edu).
Grade Change Rejections

• If a pending grade change is rejected, an email notification is automatically sent to the Instructor (provided an email address has been supplied with the request), and the Department Chair stating the grade change has been rejected.
The View Grade Change page is displayed as a result of clicking on View History from the Search for a Student page.

This page displays the history of all grade changes made through EGCS for the selected student and course.

When finished submitting Electronic Grade Changes (EGCes), please do not forget to click Log Out at the top right corner of this on-line application.