

Grade Change Audits are used when checking the history of grade changes. There are three ways to complete a grade change audit: search for a specific student id, search by a user id, and search a specific date range or a combination of these options. The following steps explain how to complete the three different methods of completing a grade change audit.

1. Click the **Curriculum Management** link.

**Curriculum Management**

2. Click the **Grading** link.

**Grading**

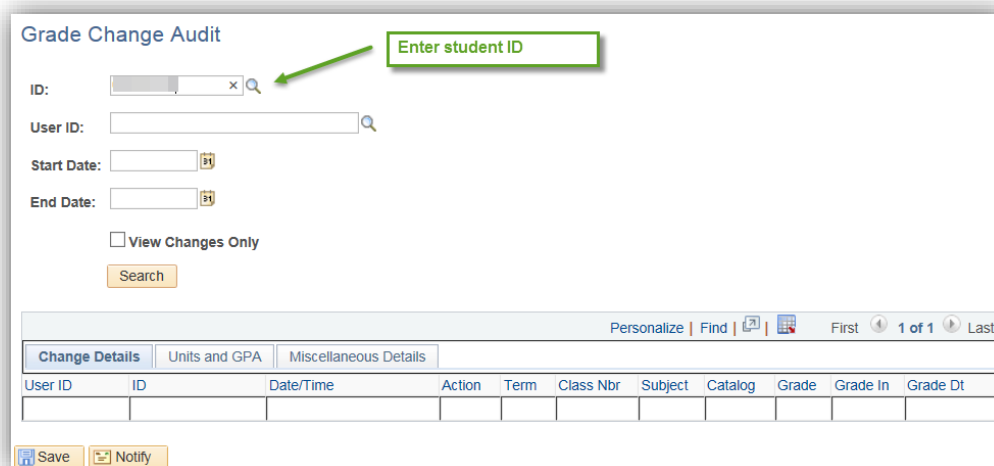
3. Click the **Grade Change Audit** link.

**Grade Change Audit**

4. **Search by Student ID:**

The first example of a Grade Change Audit will be to enter the student ID and press Search. Click the **Search** button.

**Search**



Grade Change Audit

ID:

User ID:

Start Date:

End Date:

View Changes Only

Personalize | Find |  |  | First 1 of 1 Last

Change Details	Units and GPA	Miscellaneous Details								
User ID	ID	Date/Time	Action	Term	Class Nbr	Subject	Catalog	Grade	Grade In	Grade Dt

5. The results displayed indicate the user id of the individual(s) that completed the grade change. The second column confirms the student ID. Any grade changes are date and time stamped to the second. The action column indicates either before the grade was GP (Grade Pending) and after it was changed to an A. The term indicates in which term the grade was changed. Class Nbr, Subject and Catalog refer to the course the grade was changed for. Grade Dt Before indicates the previous date the grade was entered (e.g. GP grade pending). *Note for FOIP reasons, some information has been removed.*

# Grade Change Audit

SA – Faculty Centre



Grade Change Audit

ID:   Student Name Displays

User ID:

Start Date:

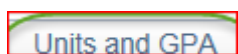
End Date:

View Changes Only

Personalize | Find |  | First 1-24 of 24 Last

Change Details		Units and GPA	Miscellaneous Details								
User ID	ID	Date/Time	Action	Term	Class Nbr	Subject	Catalog	Grade	Grade In	Grade Dt	
71	69	2017/08/08 10:21:01AM	After	2171	20094	EDER	619	A	A	2017/08/08	
59	69	2017/08/08 10:21:01AM	Before	2171	20094	EDER	619	GP	GP	2017/05/04	
59	69	2017/05/04 4:06:05PM	After	2171	20094	EDER	619	GP	GP	2017/05/04	
48	69	2017/05/04 4:06:05PM	Before	2171	20094	EDER	619	I	I	2017/04/27	
71	69	2017/01/06 11:23:59AM	After	2167	74617	EDER	619	A-	A-	2017/01/06	
59	69	2017/01/06 11:23:59AM	Before	2167	74617	EDER	619	GP	GP	2016/12/22	
59	69	2016/12/22 1:45:52PM	After	2167	74617	EDER	619	GP	GP	2016/12/22	

- Click the **Units and GPA** object.



- The Units and GPA tab offers additional information including the Units Taken, Progress, Course Count (1) was the credit earned (Y/N). Scrolling to the right offers additional columns.

Personalize | Find |  | First 1-24 of 24 Last

Change Details		Units and GPA	Miscellaneous Details									
User ID	ID	Date/Time	Action	Unit Taken	Progress	FA Progress	Bill Units	Crse Count	Earn Credit	Incl GPA	Units Att	Grd Point
71	69	2017/08/08 10:21:01AM	After	3.00	3.00	3.00	3.00	1.00	Y	Y	Y	12.00
59	69	2017/08/08 10:21:01AM	Before	3.00	3.00	3.00	3.00	1.00	N	N	I	
59	69	2017/05/04 4:06:05PM	After	3.00	3.00	3.00	3.00	1.00	N	N	I	
48	69	2017/05/04 4:06:05PM	Before	3.00	3.00	3.00	3.00	1.00	N	Y	Y	
71	69	2017/01/06 11:23:59AM	After	3.00	3.00	3.00	3.00	1.00	Y	Y	Y	11.00
59	69	2017/01/06 11:23:59AM	Before	3.00	3.00	3.00	3.00	1.00	N	N	I	
59	69	2016/12/22 1:45:52PM	After	3.00	3.00	3.00	3.00	1.00	N	N	I	
48	69	2016/12/22 1:45:52PM	Before	3.00	3.00	3.00	3.00	1.00	N	Y	Y	
95	69	2008/02/07 2:07:31PM	After	3.00	3.00	3.00	3.00	1.00	Y	Y	Y	6.90
95	69	2008/02/07 2:07:31PM	Before	3.00	3.00	3.00	3.00	1.00	N	N	I	
61	69	2008/02/01 4:28:11PM	After	3.00	3.00	3.00	3.00	1.00	Y	Y	Y	3.90

Personalize | Find |  | First 1-24 of 24 Last

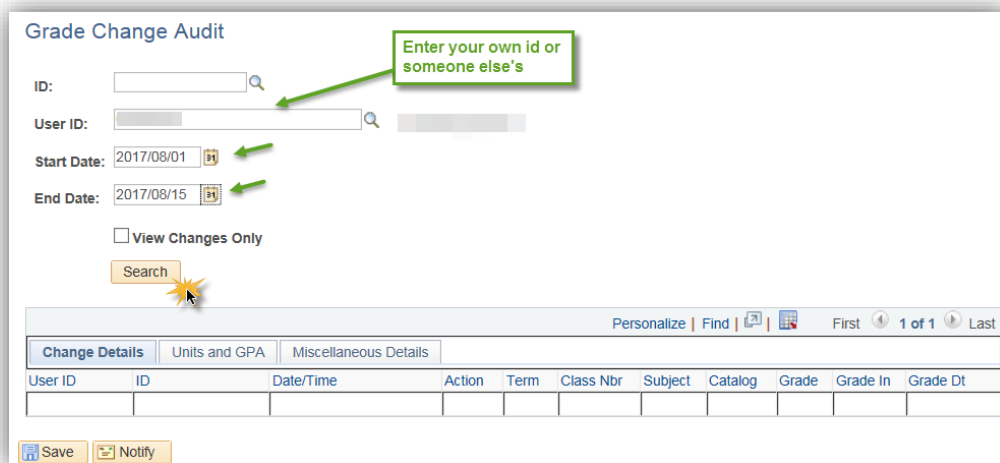
GPA		Miscellaneous Details										
Date/Time	Action	Unit Taken	Progress	FA Progress	Bill Units	Crse Count	Earn Credit	Incl GPA	Units Att	Grd Points	FA Grd Pt	Grd Pt/Unit
2017/08/08 10:21:01AM	After	3.00	3.00	3.00	3.00	3.00	1.00	Y	Y	Y	12.000	4.000
2017/08/08 10:21:01AM	Before	3.00	3.00	3.00	3.00	3.00	1.00	N	N	I		
2017/05/04 4:06:05PM	After	3.00	3.00	3.00	3.00	3.00	1.00	N	N	I		
2017/05/04 4:06:05PM	Before	3.00	3.00	3.00	3.00	3.00	1.00	N	Y	Y		
2017/01/06 11:23:59AM	After	3.00	3.00	3.00	3.00	3.00	1.00	Y	Y	Y	11.100	3.700
2017/01/06 11:23:59AM	Before	3.00	3.00	3.00	3.00	3.00	1.00	N	N	I		
2016/12/22 1:45:52PM	After	3.00	3.00	3.00	3.00	3.00	1.00	N	N	I		
2016/12/22 1:45:52PM	Before	3.00	3.00	3.00	3.00	3.00	1.00	N	Y	Y		
2008/02/07 2:07:31PM	After	3.00	3.00	3.00	3.00	3.00	1.00	Y	Y	Y	6.900	2.300
2008/02/07 2:07:31PM	Before	3.00	3.00	3.00	3.00	3.00	1.00	N	N	I		
2008/02/01 4:28:11PM	After	3.00	3.00	3.00	3.00	3.00	1.00	Y	Y	Y	9.900	3.300

## 8. Search by UserID:

The next way to complete a grade change audit can be completed by entering your own, or someone else's user id. **It is recommended to enter a date range (Start and End) as the results could be extensive and the system may time out.** You can either use the date chooser or enter the date directly.

For this example the start date is August 1, 2017 and the end date is August 15, 2017. Click the **Search** button.

**Search**



Grade Change Audit

ID:

User ID:

Start Date: 2017/08/01

End Date: 2017/08/15

View Changes Only

**Search**

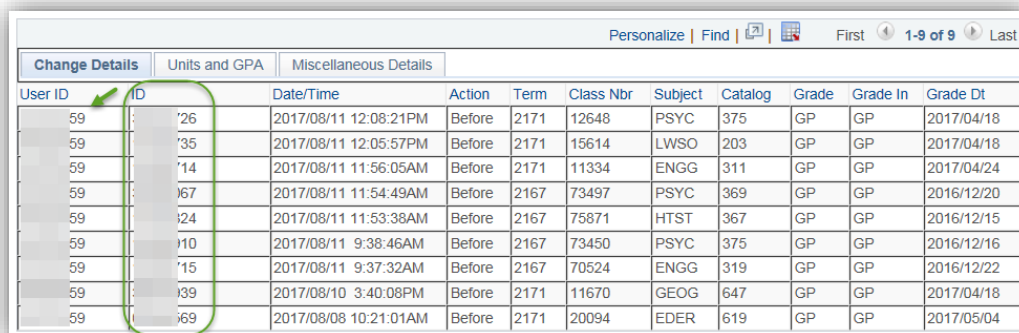
Personalize | Find | First 1 of 1 Last

Change Details | Units and GPA | Miscellaneous Details

User ID	ID	Date/Time	Action	Term	Class Nbr	Subject	Catalog	Grade	Grade In	Grade Dt

Save | Notify

9. The results display in a grid based on the search criteria entered. For this user id they completed 9 grade changes during that date range. The specific term, class Nbr, Subject, Catalog number for each class are also displayed.



Personalize | Find | First 1-9 of 9 Last

Change Details | Units and GPA | Miscellaneous Details

User ID	ID	Date/Time	Action	Term	Class Nbr	Subject	Catalog	Grade	Grade In	Grade Dt
59	26	2017/08/11 12:08:21PM	Before	2171	12648	PSYC	375	GP	GP	2017/04/18
59	35	2017/08/11 12:05:57PM	Before	2171	15614	LWSO	203	GP	GP	2017/04/18
59	14	2017/08/11 11:56:05AM	Before	2171	11334	ENGG	311	GP	GP	2017/04/24
59	67	2017/08/11 11:54:49AM	Before	2167	73497	PSYC	369	GP	GP	2016/12/20
59	24	2017/08/11 11:53:38AM	Before	2167	75871	HTST	367	GP	GP	2016/12/15
59	10	2017/08/11 9:38:46AM	Before	2167	73450	PSYC	375	GP	GP	2016/12/16
59	15	2017/08/11 9:37:32AM	Before	2167	70524	ENGG	319	GP	GP	2016/12/22
59	39	2017/08/10 3:40:08PM	Before	2171	11670	GEOG	647	GP	GP	2017/04/18
59	69	2017/08/08 10:21:01AM	Before	2171	20094	EDER	619	GP	GP	2017/05/04

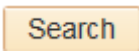
# Grade Change Audit

SA – Faculty Centre



## 10. Search by Date:

Another method of completing a grade change audit is to enter the date range. For example we have entered the date range of September 1, 2017 to September 30, 2017 without a user ID or a student ID. Click the **Search** button.



11. Note the results display in the grid. The grid displays 76 results based on that date range. Note the first two lines display the most recent grade change for the student 00334429 for JPNS 205 and the grade before was A and after was A+.

The screenshot shows the 'Grade Change Audit' interface. At the top, there are input fields for 'ID:' and 'User ID:', both with red 'X' marks indicating they are empty. Below these are date pickers for 'Start Date: 2017/09/01' and 'End Date: 2017/09/30'. A checkbox for 'View Changes Only' is unchecked. A 'Search' button is located below the date pickers. The results are displayed in a table with the following columns: User ID, ID, Date/Time, Action, Term, Class Nbr, Subject, Catalog, Grade, Grade In, and Grade Dt. The first two rows of the table are highlighted with a green border, indicating the most recent grade change for student 00334429. A green arrow points to the pagination control showing '1-76 of 76'.

User ID	ID	Date/Time	Action	Term	Class Nbr	Subject	Catalog	Grade	Grade In	Grade Dt
43	129	2017/09/21 8:42:18AM	After	2177	76967	JPNS	205	A+	A+	2017/09/21
21	129	2017/09/21 8:42:18AM	Before	2177	76967	JPNS	205	A	A	2017/09/06
35	387	2017/09/07 3:27:07PM	After	2175	50745	JPNS	207	A+	A+	2017/09/07
12	387	2017/09/07 3:27:07PM	Before	2175	50745	JPNS	207	A-	A-	2017/07/31
06	356	2017/09/01 4:02:37PM	After	2173	30450	ENCM	339	W	W	2017/09/01
57	356	2017/09/01 4:02:37PM	Before	2173	30450	ENCM	339	F	F	2017/07/21
06	102	2017/09/01 3:31:18PM	After	2167	70042	MATH	271	W	W	2017/09/01

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

**End of Procedure.**