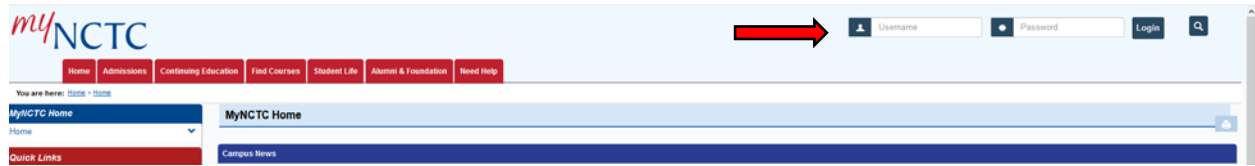
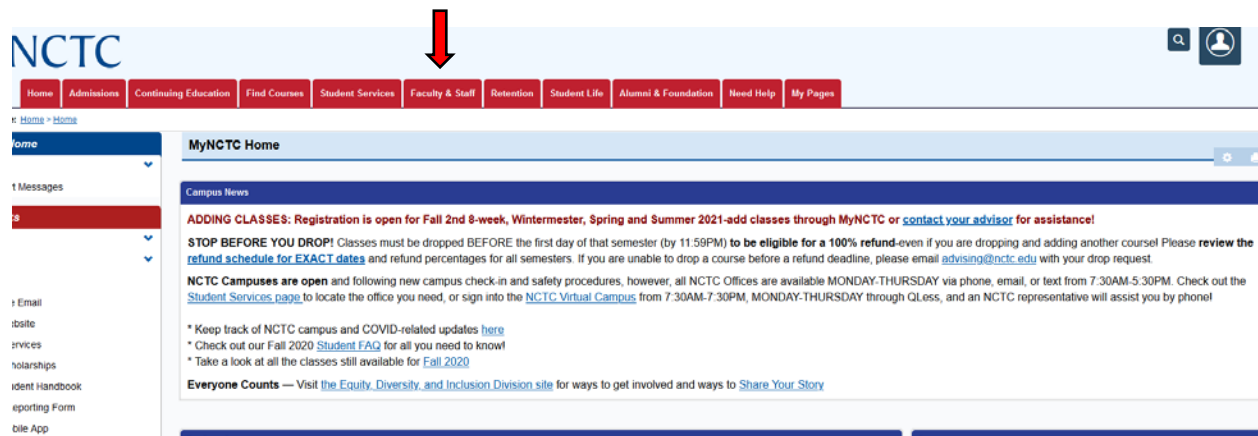


# Instructions for Submitting a Grade Change in MyNCTC

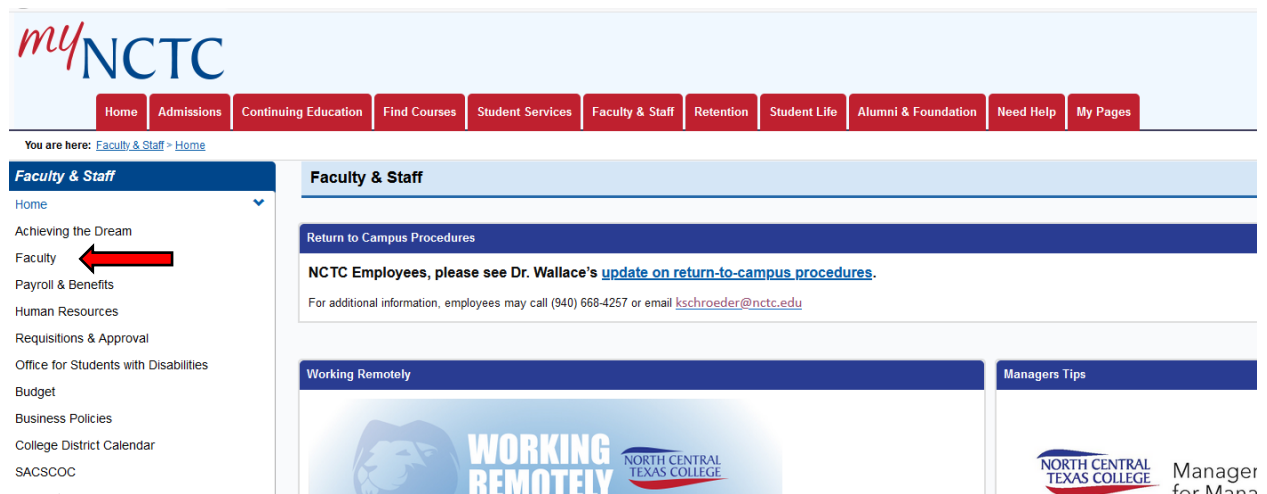
Log into [nctc.onelogin.com](https://nctc.onelogin.com) using your network username and password.



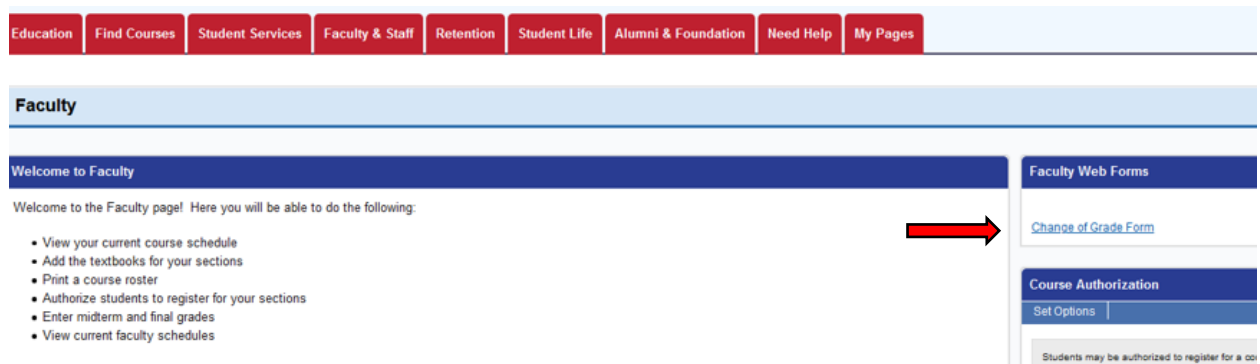
After you log in, you will click on the Faculty & Staff tab.



Click on the Faculty link on the left side of the page to access the Faculty portal.

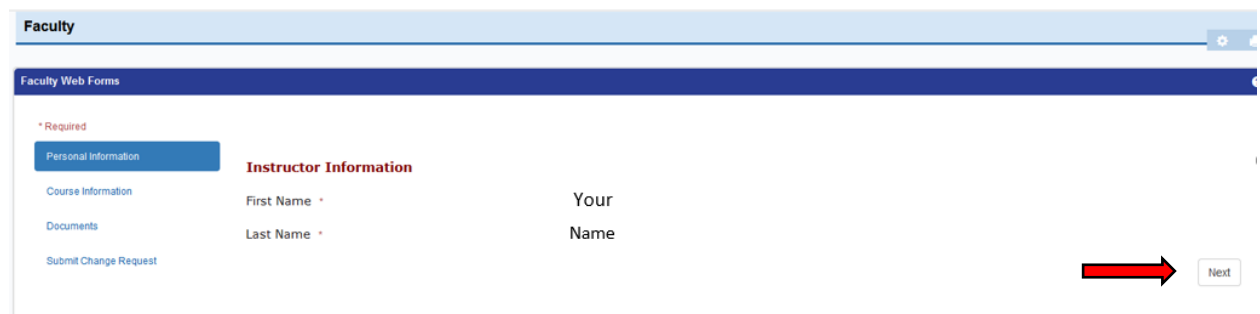


The Faculty Portal has a box on the right-hand side for Faculty Web Forms. You'll click the link for Change of Grade Form.



The screenshot shows the Faculty Portal interface. At the top is a navigation bar with red buttons for Education, Find Courses, Student Services, Faculty & Staff, Retention, Student Life, Alumni & Foundation, Need Help, and My Pages. Below this is a blue header bar labeled "Faculty". The main content area is divided into two sections. On the left, under "Welcome to Faculty", there is a list of tasks: View your current course schedule, Add the textbooks for your sections, Print a course roster, Authorize students to register for your sections, Enter midterm and final grades, and View current faculty schedules. On the right, there is a sidebar titled "Faculty Web Forms" which contains a link for "Change of Grade Form" and a "Course Authorization" section with a "Set Options" button. A red arrow points from the "Change of Grade Form" link to the main content area.

The form will pull up. The first page will pull across your name onto the form. Click Next.



The screenshot shows the first page of the "Change of Grade Form". The page has a blue header bar labeled "Faculty" and a sub-header "Faculty Web Forms". Below the header, there is a sidebar on the left with links for "Personal Information", "Course Information", "Documents", and "Submit Change Request". The main content area is titled "Instructor Information" and contains two fields: "First Name" and "Last Name". The text "Your Name" is displayed next to these fields. A red arrow points from the "Next" button to the main content area.

On this page, you'll need to select the values in order, as it will pull from the system.

1. Select the Year/Term. Keep in mind that this form will only work for courses that ended within the last year.
2. Select the Course ID.
3. Select the Student from the list. (This is pulling from your course roster so if your student isn't listed, verify a different last name or if the student was enrolled in a different course section).
4. Select the Current Grade. This value is being pulled from the system and is the current grade on record.
5. Select the grade to be changed to.
6. Please provide an explanation for the change of grade. (Documentation can be attached on the next page).

The screenshot shows the 'Faculty' header and 'Faculty Web Forms' sub-header. On the left, a sidebar contains links: 'Personal Information', 'Course Information' (highlighted), 'Documents', and 'Submit Change Request'. The main content area is titled 'Please select from available courses in the following dropdown'. It contains several dropdown menus: 'Year / Term' (set to '2019 - 2020 SP'), 'Courses' (set to 'ENGL 1301 0100'), 'Student List' (set to 'Student Name - Student ID'), 'Student Information' (set to 'Student Name - Student ID - Student Email'), 'Verify Current Grade' (set to 'C'), and 'Change Grade to:' (set to 'A'). Below these is a text input field for 'Please provide an explanation for the change of grade.' with the placeholder text 'This is a test grade change'. At the bottom are three buttons: 'Previous', 'Save and Quit', and 'Next'.

If you need to upload documentation, click the Choose a File button and attach the documentation. Otherwise, click Next.

The screenshot shows the 'Faculty' header and 'Faculty Web Forms' sub-header. On the left, the sidebar now highlights 'Documents'. The main content area is titled 'Upload Documents' and includes the instruction 'Please upload required documentation here:'. Below this is a 'Document Upload' section with the text 'Please upload required documentation.' and a 'Choose a file' button, which is pointed to by a red arrow. Further down is a text input field for 'Please Provide Any Additional Information Regarding This Grade Change'. At the bottom are three buttons: 'Previous', 'Save and Quit', and 'Next', with a red arrow pointing to the 'Next' button.

Click Submit.

Faculty

Faculty Web Forms

\* Required

- ✓ Personal Information
- ✓ Course Information
- ✓ Documents
- ✓ Submit Change Request

**Submit Change of Grade Request**

Today's date. \*  
10/07/2020

Previous Submit

You should receive a message that states your form submission was successful.

Faculty

Faculty Web Forms

Your Name,

Thank you for successfully completing the Change of Grade Form.

Note: Once a grade change is submitted, the request will be routed to your Division Chair through MyNCTC. It is then routed to the Dean and Provost for approval. All approvals will be handled in MyNCTC. Once the Provost approves the grade change, it is routed back to the Registrar's Office for processing.

If you have any questions, please email the Registrar's Office at registrar@nctc.edu.