



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

Rutgers University
Office of the Registrar

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- Accessing EGCS
- Create Grade Change Request
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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 –

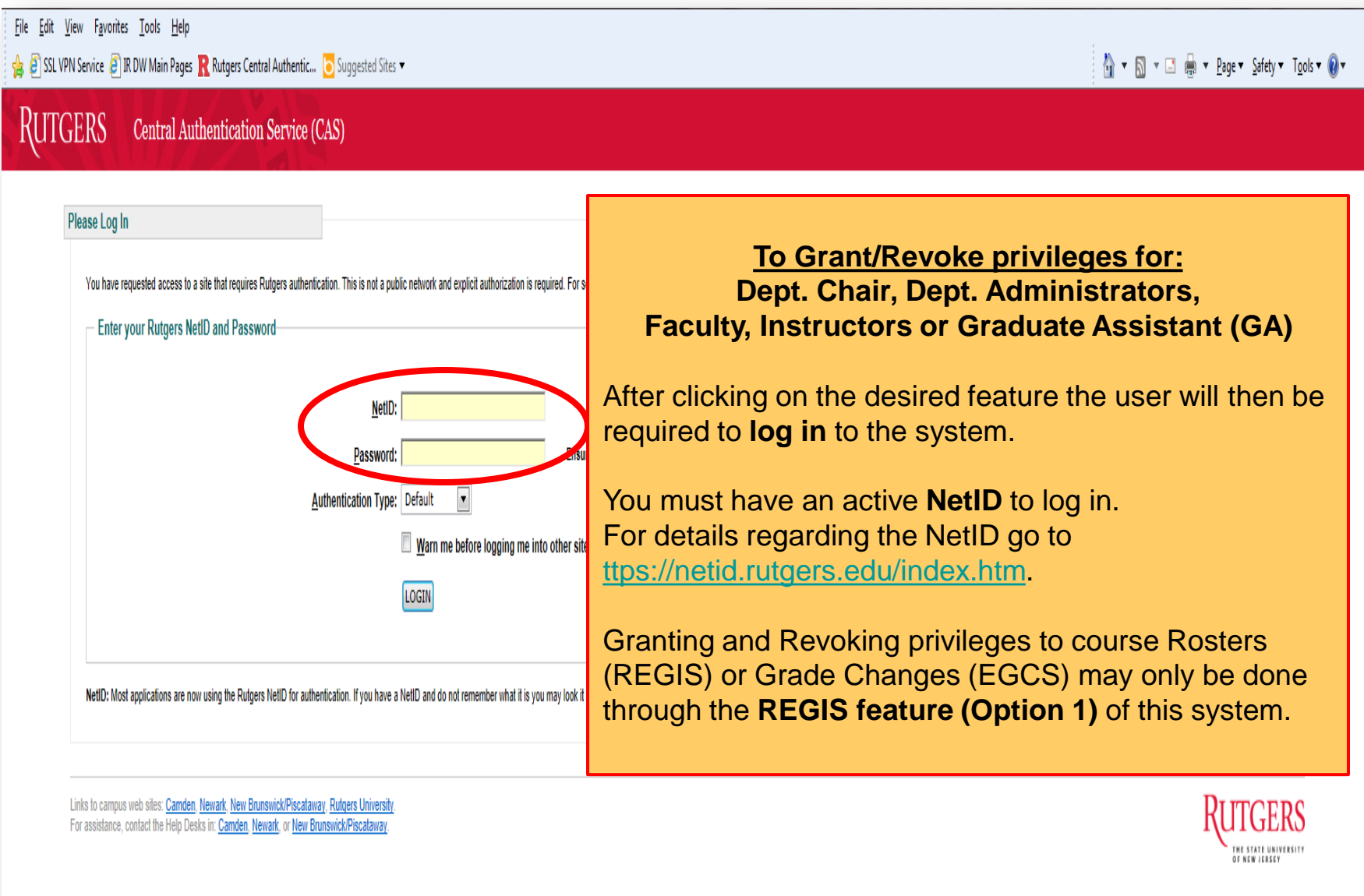
- The **Chairperson** of a department in which a course was offered holds the responsibility of approving/denying Grade Change Requests submitted by instructors assigned to teach for their department.
- Upon departmental approval of the Grade Change Request, the **Dean** of the School under which the department has offered the course, holds the top-level responsibility for approving/denying the Grade Change.

RUTGERS Electronic Student Grading System *EGCS Guide*

The screenshot shows the Rutgers Electronic Student Grading System (EGCS) website. The browser address bar shows <https://sims.rutgers.edu/rosters/>. The page title is "RUTGERS Electronic Student Grading System". The main content area is titled "Electronic Student Grading System Options" and lists several options:

- Option 1:** [Rosters & Electronic Grading Information System \(REGIS\)](#) (circled in red with a red "1" next to it). Below this link is a description: "Submit grades or change grades for the current semester and the most recent past semester." A red box highlights the text: "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/> This on-line system provides the option to view rosters, submit warning and final grade, as well as submit grade change requests for students."
- Option 2:** [Electronic Grade Change System \(EGCS\)](#) (circled in red with a red "2" next to it). Below this link is a description: "Create grade changes using student lookup or approve pending grade changes." A red box highlights the text: "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)'**."

Other options listed include "View student absence report" and "Student Absence Report System". The page also includes a "Regis Support" section with contact information for the Camden Help Desk, Newark Help Desk, and New Brunswick/Piscataway Help Desk.



File Edit View Favorites Tools Help

SSL VPN Service IR DW Main Pages Rutgers Central Authentic... Suggested Sites

RUTGERS Central Authentication Service (CAS)

Please Log In

You have requested access to a site that requires Rutgers authentication. This is not a public network and explicit authorization is required. For s

Enter your Rutgers NetID and Password

NetID:

Password:

Authentication Type: Default

☐ Warn me before logging me into other sites

LOGIN

NetID: Most applications are now using the Rutgers NetID for authentication. If you have a NetID and do not remember what it is you may look it

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).
For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

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.

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OF NEW JERSEY

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.

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).

For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

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.

Search Course Access Privileges

—SEARCH BY

NetID OR Last Name AND/OR First Name Search

Term	Year	Role	Granted By	Unit	Subject	Course	Section	Supplement
		REGISTRAR	BLEKA, EDWARD	ALL	ALL	ALL	ALL	ALL
Fall	2013	CONTROLLER	DIAZ-TORRES, MARIE	20	ALL	ALL	ALL	ALL
Fall	2013	CONTROLLER	DIAZ-TORRES, MARIE	21	ALL	ALL	ALL	ALL
Fall	2013	CONTROLLER	DIAZ-TORRES, MARIE	22	ALL	ALL	ALL	ALL
Fall	2013	CONTROLLER	DIAZ-TORRES, MARIE	23	ALL	ALL	ALL	ALL
Fall	2013	CONTROLLER	DIAZ-TORRES, MARIE	25	ALL	ALL	ALL	ALL
Fall	2013	CONTROLLER	DIAZ-TORRES, MARIE	26	ALL	ALL	ALL	ALL
Fall	2013	CONTROLLER	DIAZ-TORRES, MARIE	27	ALL	ALL	ALL	ALL
Fall	2013	CONTROLLER	DIAZ-TORRES, MARIE	28	ALL	ALL	ALL	ALL
Fall	2013	CONTROLLER	DIAZ-TORRES, MARIE	29	ALL	ALL	ALL	ALL
Fall	2013	CONTROLLER	DIAZ-TORRES, MARIE	40	ALL	ALL	ALL	ALL
Fall	2013	CONTROLLER	DIAZ-TORRES, MARIE	45	ALL	ALL	ALL	ALL
Fall	2013	CONTROLLER	DIAZ-TORRES, MARIE	47	ALL	ALL	ALL	ALL
Fall	2013	CONTROLLER	COUTO, PAULA	48	ALL	ALL	ALL	ALL
Fall	2013	GRADER	TEL, SUSAN	21	198	100	70	

Display Complete List of Access Privileges for DANIEL VILLANUEVA

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).

For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

https://sims.rutgers.edu/rosters/grantCourseAccess.htm?id=0

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aacrao American Associ... SSL VPN Service IR DW Main Pages Rutgers Central Authentic... REGIS Electronic Student ... Rutgers Integrated Admin... Enterprise Systems and Se... OIRAP-Office of Institutio...

RUTGERS Rosters & Electronic Grading Information System (REGIS)

Blackboard E-College Sakai Mailing List Help LOG OUT

Main Menu View Rosters Upload Roster View Roster Status View & Grant/Revoke Privileges Update Control Dates Setup New Semester

Maintain Course Access Privileges

—REVOKE PRIVILEGES FROM CRUZ LOPEZ

NOTE: List of Access Privileges for the current year and the previous year.

Revoke Term Year Role Granted By Unit Subject Course Section Supplement

Revoke Access Privileges Display Complete List of Access Privileges for CRUZ LOPEZ

—GRANT COURSE ACCESS AND GRADE CHANGE PRIVILEGES TO CRUZ LOPEZ

1. Choose a course to grant access to

Semester Unit Subject Course Section Supplement

Summer 2013

2. Choose Role

- ☐ Read Only - View and download class rosters
- ☐ Grader - Grant/revoke read only privileges, grade class rosters and request grade changes
- ☐ Manager - Grant/revoke read only, grader, and manager privileges (can not grade class rosters or request grade changes)
- ☐ Controller - Grant/revoke read only, grader, manager, and controller privileges (also can grade class rosters)
- ☐ Advisor - Grant/revoke advisor privileges

Grant Access Privileges

—GRANT GRADE CHANGE APPROVER PRIVILEGES TO CRUZ LOPEZ

1. Choose a course to grant access to

Unit Subject Course Section Supplement

2. Choose Grade Change Role

- ☐ 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
- ☐ Registrar Staff Approver - can create grade changes and approve grade changes requested by Graders, Controllers and Department Chairs
- ☐ Grade Change Guest - can view Pending and History grade changes

Grant Grade Change Access Privileges

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RUTGERS

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.***

https://sims.rutgers.edu/rosters/grantCourseAccess.htm?id=0

File Edit View Favorites Tools Help

aacrao American Associ... SSL VPN Service IR DW Main Pages R Rutgers Central Authentic... REGIS Electronic Student ... Rutgers Integrated Admin... Enterprise Systems and Se... OIRAP-Office of Institutio...

RUTGERS Rosters & Electronic Grading Information System (REGIS)

Main Menu View Rosters Upload Roster View Roster Status View & Grant/Revoke Privileges Update Control Dates

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☐ Manager - Grant/revoke read only, grader, and manager privileges (can not grade class rosters or request grade changes)

☐ Controller - Grant/revoke read only, grader, manager, and controller privileges (also can grade class rosters and request grade changes)

☐ Advisor - Grant/revoke advisor privileges

Grant Access Privileges

— GRANT GRADE CHANGE APPROVER PRIVILEGES TO CRUZ LOPEZ

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Unit Subject Course Section Supplement

2. Choose Grade Change Role

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☐ Dean Approver - can change grades and approve grade changes requested or approved by Department Chairs

☐ Registrar Staff Approver - can create grade changes and approve grade changes requested by Graders, Controllers and Department Chairs

☐ Grade Change Guest - can view Pending and History grade changes

Grant Grade Change Access Privileges

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For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

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:

- Unit** (the school unit offering the course)
- Subject** (the subject code for the course)
- Course** (the code for the distinct course)
- Section** (if there are multiple sections taught by different instructors, enter the distinct section to be granted to the individual)
- 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.


https://sims.rutgers.edu/rosters/grantCourseAccess.htm?id=0

Rutgers & Electronic Grading Information System (REGIS)

Main Menu View Rosters Upload Roster View Roster Status View & Grant/Revoke Privileges Update Control Dates

Maintain Course Access Privileges

— REVOKE PRIVILEGES FROM CRUZ LOPEZ —

 NOTE: List of Access Privileges for the current year and the previous year.

Revoke Term Year Role Granted By Unit Subject Course Section Supplement

[Revoke Access Privileges](#) [Display Complete List of Access Privileges for CRUZ LOPEZ](#)

— GRANT COURSE ACCESS AND GRADE CHANGE PRIVILEGES TO CRUZ LOPEZ —

1. Choose a course to grant access to

Semester Unit Subject Course Section Supplement

Summer 2013

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☐ Advisor - Grant/revoke advisor privileges

[Grant Access Privileges](#)

GRANT GRADE CHANGE APPROVER PRIVILEGES TO CRUZ LOPEZ

1. Choose a course to grant access to

Unit Subject Course Section Supplement

2. Choose Grade Change Role

☐ 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

☐ Registrar Staff Approver - can create grade changes and approve grade changes requested by Graders, Controllers and Department Chairs

☐ Grade Change Guest - can view Pending and History grade changes

[Grant Grade Change Access Privileges](#)

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).

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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.

Maintain Course Access Privileges

REVOKE PRIVILEGES FROM ELIZABETH TAYLOR



NOTE: List of Access Privileges for the current year and the previous year.

Revoke	Term	Year	Role	Granted By	Unit	Subject	Course	Section	Supplement
<input type="checkbox"/>			GC_GUEST	ESTREMER, MIGUEL	21	ALL	ALL	ALL	ALL
<input type="checkbox"/>			GC_GUEST	ESTREMER, MIGUEL	62	ALL	ALL	ALL	ALL
<input type="checkbox"/>			GC_GUEST	ESTREMER, MIGUEL	21	ALL	ALL	ALL	ALL
<input type="checkbox"/>			GC_GUEST	ESTREMER, MIGUEL	62	ALL	ALL	ALL	ALL
<input type="checkbox"/>			GC_GUEST	ESTREMER, MIGUEL	21	ALL	ALL	ALL	ALL
<input type="checkbox"/>			GC_GUEST	ESTREMER, MIGUEL	62	ALL	ALL	ALL	ALL
<input type="checkbox"/>			GC_GUEST	ESTREMER, MIGUEL	21	ALL	ALL	ALL	ALL
<input type="checkbox"/>			GC_GUEST	ESTREMER, MIGUEL	62	ALL	ALL	ALL	ALL
<input type="checkbox"/>			GC_GUEST	ESTREMER, MIGUEL	21	ALL	ALL	ALL	ALL
<input type="checkbox"/>			GC_GUEST	ESTREMER, MIGUEL	62	ALL	ALL	ALL	ALL

Revoke Access Privileges [Display Complete List of Access Privileges for ELIZABETH TAYLOR](#)

GRANT COURSE ACCESS AND GRADE CHANGE PRIVILEGES TO ELIZABETH TAYLOR

1. Choose a course to grant access to

Semester Unit Subject Course Section Supplement
Summer 2013

2. Choose Role

- ☐ Read Only - View and download class rosters
- ☐ Grader - Grant/revoke read only privileges, grade class rosters and request grade changes
- ☐ Manager - Grant/revoke read only, grader, and manager privileges (can not grade class rosters or request grade changes)
- ☐ Controller - Grant/revoke read only, grader, manager, and controller privileges (also can grade class rosters and request grade changes)
- ☐ Advisor - Grant/revoke advisor privileges

Grant Access Privileges

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 –

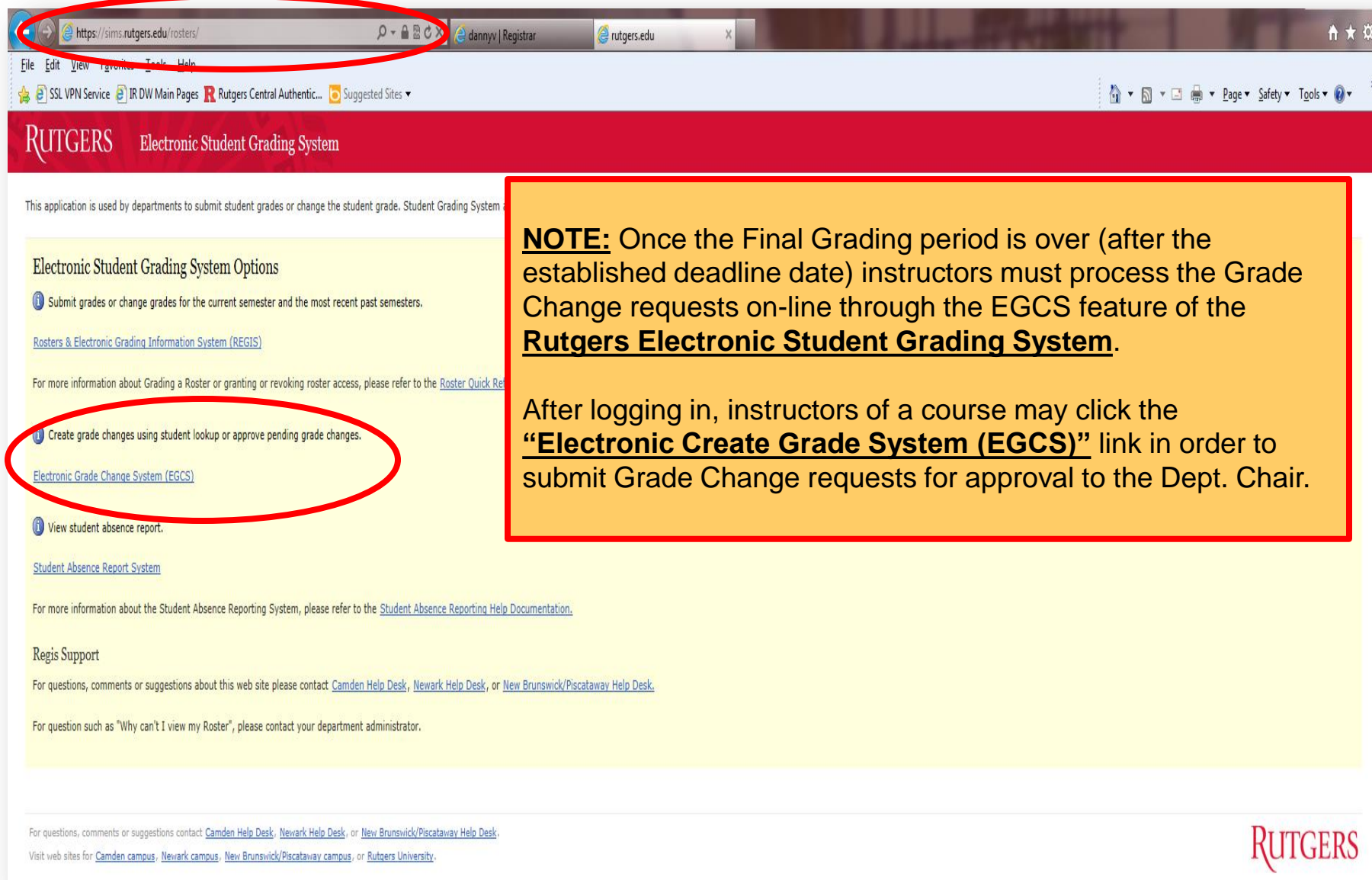
When selecting the Create Grade Change tab, an authorized user will be able to:

- 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.



https://sims.rutgers.edu/rosters/

RUTGERS Electronic Student Grading System

This application is used by departments to submit student grades or change the student grade, Student Grading System

Electronic Student Grading System Options

- Submit grades or change grades for the current semester and the most recent past semesters.
[Rosters & Electronic Grading Information System \(REGIS\)](#)
For more information about Grading a Roster or granting or revoking roster access, please refer to the [Roster Quick Reference](#)
- Create grade changes using student lookup or approve pending grade changes.
[Electronic Grade Change System \(EGCS\)](#)
- View student absence report.
[Student Absence Report System](#)
For more information about the Student Absence Reporting System, please refer to the [Student Absence Reporting Help Documentation](#)

Regis Support

For questions, comments or suggestions about this web site please contact [Camden Help Desk](#), [Newark Help Desk](#), or [New Brunswick/Piscataway Help Desk](#).

For question such as "Why can't I view my Roster", please contact your department administrator.

For questions, comments or suggestions contact [Camden Help Desk](#), [Newark Help Desk](#), or [New Brunswick/Piscataway Help Desk](#).
Visit web sites for [Camden campus](#), [Newark campus](#), [New Brunswick/Piscataway campus](#), or [Rutgers University](#).

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.

Instructor must identify the student whose recorded grade is being changed.



RUTGERS Electronic Grade Change System

Main Menu **Create Grade Change** Approve Grade Change Search Pending/History Grade Change

Grade Change - Search Student

To Search for a Student, please enter Year, Term, Unit, Subject, Course, Section, Student ID or Student Last Name.

STUDENT ID OR LAST NAME FIRST NAME

YEAR TERM

2012 Summer

UNIT SUBJECT COURSE SECTION

ALL

Search

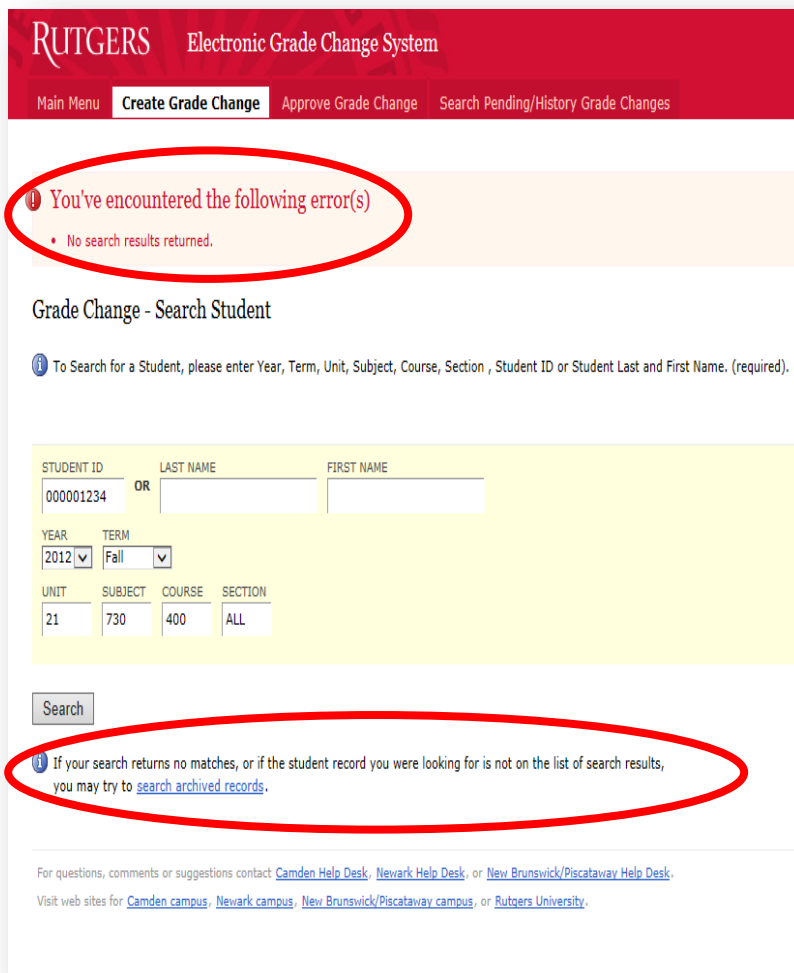
If your search returns no matches, or if the student record you were looking for is not on the list of search results, you may try to [search archived records](#).

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Visit web sites for [Camden campus](#), [Newark campus](#), [New Brunswick/Piscataway campus](#), or [Rutgers University](#).

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.



RUTGERS Electronic Grade Change System

Main Menu **Create Grade Change** Approve Grade Change Search Pending/History Grade Changes

You've encountered the following error(s)

- No search results returned.

Grade Change - Search Student

To Search for a Student, please enter Year, Term, Unit, Subject, Course, Section, Student ID or Student Last and First Name. (required).

STUDENT ID 000001234 OR LAST NAME FIRST NAME

YEAR 2012 TERM Fall

UNIT 21 SUBJECT 730 COURSE 400 SECTION ALL

Search

If your search returns no matches, or if the student record you were looking for is not on the list of search results, you may try to [search archived records](#).

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Visit web sites for [Camden campus](#), [Newark campus](#), [New Brunswick/Piscataway campus](#), or [Rutgers University](#).

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.

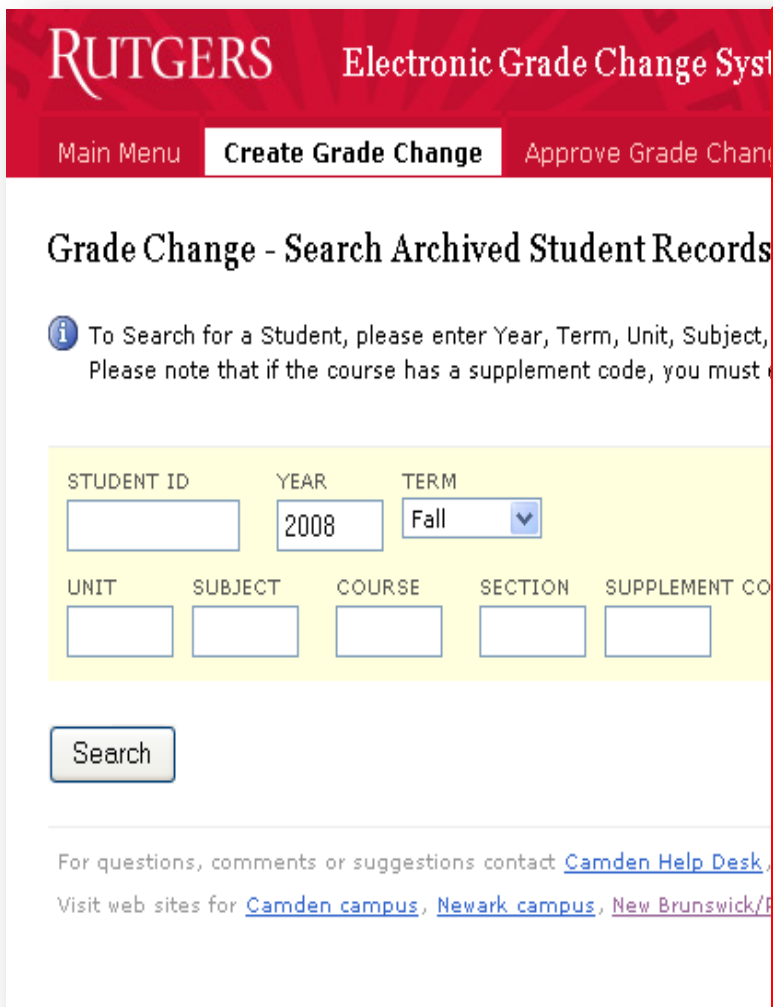
However, if the information was entered correctly, the instructor may click on **search archived records** link to transfer you to the Search Archived Student Records page (see Search Archived Student Records on the next slide).

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"

Search Archived Student Records



RUTGERS Electronic Grade Change System

Main Menu **Create Grade Change** Approve Grade Change

Grade Change - Search Archived Student Records

i To Search for a Student, please enter Year, Term, Unit, Subject, Course, Section, and Supplement Code. Please note that if the course has a supplement code, you must enter it.

STUDENT ID	YEAR	TERM	UNIT	SUBJECT	COURSE	SECTION	SUPPLEMENT CODE
<input type="text"/>	<input type="text" value="2008"/>	<input type="text" value="Fall"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For questions, comments or suggestions contact [Camden Help Desk](#).
Visit web sites for [Camden campus](#), [Newark campus](#), [New Brunswick/Piscataway campus](#).

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"

Create Grade Change Request


Electronic Grade Change System
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Grade Change - Search Student

i To Search for a Student, please enter Year, Term, Unit, Subject, Course, Section , Student ID or Student Last and First Name. (required).

STUDENT ID

OR

LAST NAME

FIRST NAME

YEAR

TERM

UNIT

SUBJECT

COURSE

SECTION

Search

i If your search returns no matches, or if the student record you were looking for is not on t

Student Search Results					
Student Id	Student Name	Section	Suppl.		
006990942	JACKIE KAUFFMAN	01		Change Grade	View History
006990943	JEFFERY KAUFFMAN	01		Change Grade	View History

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**.

Create Grade Change Request


 Electronic Grade Change System

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Semester	Unit	Subject	Course	Section	Title	Supp
Fall 2013	01	220	102	01	INTRO TO MICROECONOM	

1. Please enter the Instructor Name and Email Address.

INSTRUCTOR NAME

INSTRUCTOR EMAIL

test

If you do not know the instructor's email please use [Search Rutgers Page](#)

2. Add new Grade and Comments.

Student ID	Student Name	Instructor Email	Current Grade	New Grade (required)	New Comments
0000001234	John Locke	John.Locke@rutgers.edu		Please Select New Grade	

* Comment field is required unless you are changing a "T" grade to a letter grade.

Enter

New Search

For questions, comments or suggestions contact [Camden Help Desk](#), [Newark Help Desk](#), or [New Brunswick/Piscataway Help Desk](#).

Visit web sites for [Camden campus](#), [Newark campus](#), [New Brunswick/Piscataway campus](#), or [Rutgers University](#).

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 (EGCs), 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:** *EGCs 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.

<https://sims.rutgers.edu/rosters/>

RUTGERS Electronic Student Grading System

This application is used by departments to submit student grades or change the student grade. Student Grading System activities require net id login and Student Grading System registration.

Electronic Student Grading System Options

- Submit grades or change grades for the current semester and the most recent past semesters.
[Rosters & Electronic Grading Information System \(REGIS\)](#)
For more information about Grading a Roster or granting or revoking roster access, please refer to the [Roster Quick Reference Guide](#).
- Create grade changes using student lookup or approve pending grade changes.
[Electronic Grade Change System \(EGCS\)](#)
- View student absence report.
[Student Absence Report System](#)
For more information about the Student Absence Reporting System, please refer to the [Student Absence Reporting Help Documentation](#).

Regis Support


For questions, comments or suggestions about this web site please contact [Camden Help Desk](#), [Newark Help Desk](#), or [New Brunswick/Piscataway Help Desk](#).

For question such as "Why can't I view my Roster", please contact your department administrator.

For questions, comments or suggestions contact [Camden Help Desk](#), [Newark Help Desk](#), or [New Brunswick/Piscataway Help Desk](#).
Visit web sites for [Camden campus](#), [Newark campus](#), [New Brunswick/Piscataway campus](#), or [Rutgers University](#).

RUTGERS

Approve Grade Change


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Grade Change - Search Student

i To Search for a Student, please enter Year, Term, Unit, Subject, Course, Section , Student ID or Student Last and First Name. (required).

STUDENT ID

LAST NAME

FIRST NAME

OR

YEAR

TERM

2012

Summer

UNIT

SUBJECT

COURSE

SECTION


ALL

Search

i If your search returns no matches, or if the student record you were looking for is not on the list of search results, you may try to [search archived records](#).

For questions, comments or suggestions contact: [Camden Help Desk](#), [Newark Help Desk](#), or [New Brunswick/Piscataway Help Desk](#).

Visit web sites for [Camden campus](#), [Newark campus](#), [New Brunswick/Piscataway campus](#), or [Rutgers University](#).



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.

Year/Term	Course	Section	Student	Instr.	Prev. Grade	New Grade	Grade Change Comments	Submitted By	Date	Status	Pending	Approve	Reject
2008/1	01:350:219	01	JASON LARGE	MCGILL, M.	F	D	homework submitted	TEST RECORD	03/02/2009	Pending Department Chair Approval	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2008/1	01:350:219	01	SEPHORA ALEANDRE	MCGILL, M.	C+	B	Project submitted	TEST RECORD	03/02/2009	Pending Department Chair Approval	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Enter

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Successful

- Grade change for JASON LARGE (Rutgers id 032009591) for 01:350:219:01 successful
- Grade change for SEPHORA ALEANDRE (Rutgers id 007005868) for 01:350:219:01 successful



Approve or Reject Grade Change

- No Students are Pending Approval.

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Visit web sites for [Camden campus](#), [Newark campus](#), [New Brunswick/Piscataway campus](#), or [Rutgers.edu](#).

Approve Grade Change

The following page will be presented.

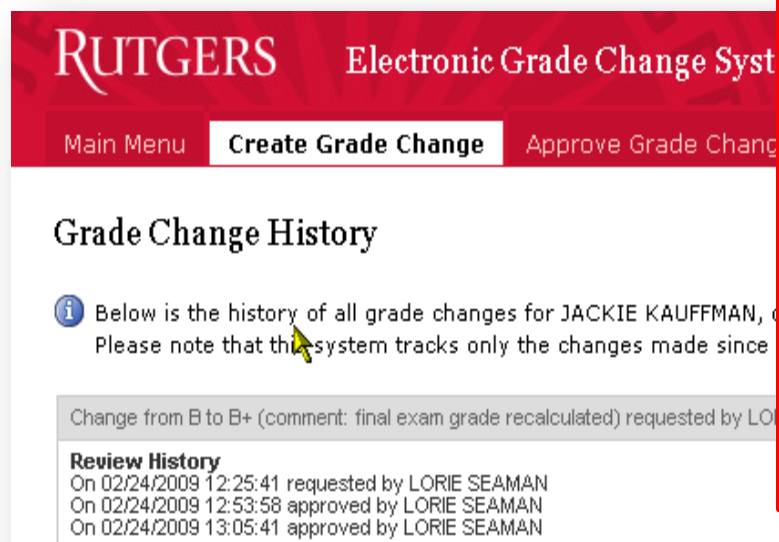
This page lists all successful Grade Changes that have been approved or rejected.

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

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.

View Grade Change History



RUTGERS Electronic Grade Change System

Main Menu **Create Grade Change** Approve Grade Change

Grade Change History

i Below is the history of all grade changes for JACKIE KAUFFMAN, c. Please note that this system tracks only the changes made since

Change from B to B+ (comment: final exam grade recalculated) requested by LORIE SEAMAN
--

Review History
 On 02/24/2009 12:25:41 requested by LORIE SEAMAN
 On 02/24/2009 12:53:58 approved by LORIE SEAMAN
 On 02/24/2009 13:05:41 approved by LORIE SEAMAN

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 Visit web sites for [Camden campus](#), [Newark campus](#), [New Brunswick/Piscataway campus](#), or [Rutgers University](#).

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 (EGCs), please do not forget to click **Log Out** at the top right corner of this on-line application.

[Help](#)
[Log Out](#)