Guide for Online Grade Change Grade Approvers

1. Grade Approver will receive an email alerting them of pending grade change requests.

   From: uc-academic-records@drexel.edu
   To: [Instructor's email]
   Subject: [WF Grade Change] Approval needed for grade change request submitted by Instructor, John

   Hello

   This email is to inform you that a grade change request has been submitted by John Instructor for the following course that requires your review:

   Term: Winter Quarter 09-10 (200925)
   CRN: 22961
   Course: INFO-101-501x Introduction to Info Tech
   Instructor: Instructor, John

   Please login to Workflow using your DrexelOne user ID and password at the following link:

   https://workflow.drexel.edu/workflow/login.jsp

   When viewing your Worklist, you will need to approve or reject each grade change individually. Should you have any questions regarding the request, please contact the instructor before submitting a decision.

   Thank you kindly in advance.

   Joseph Salomone
   University Registrar
   registrar@drexel.edu

2. Login to Workflow application via the URL https://workflow.drexel.edu/. You will need to use your DrexelOne user ID and password.
3. Next the instructor will view their Worklist of pending grade change requests. Each request must be reviewed individually and can be accessed by clicking on the blue Workflow link.

4. The Grade Approver will review the details of the change request.
   - If APPROVED:
     - Select the Approve radio button.
     - Click the Complete button on the bottom of the screen.
   - If REJECTED:
     - Select the Reject radio button.
     - Enter justification comments in the text box. These comments will be documented and sent back to the instructor.
     - Click the Complete button on the bottom of the screen.

Once the request review is complete, the Grade Approver will return to their Worklist.