Faculty Guide to Submitting a Grade Change Request Online

1. Access the following URL for Banner Web via DrexelOne: http://one.drexel.edu/
   a. If you are accessing DrexelOne off campus internet network you will need to login to the Drexel VPN to submit grades. Please use the following webpage to access instructions on how to login to Drexel’s VPN.

   http://www.drexel.edu/irt/connect/vpn/

2. This will take you to DrexelOne

   ![DrexelConnect](image)

   Login using your Drexel University Username and Password.
   • Your DrexelOne **User-ID** is the same as your Drexel Computer Account. Usually this is your initials followed by two or three digits (for example, abc12).
   • Your DrexelOne **Password** is your e-mail password.

   If you have not picked up your Drexel computer account(s), go to the Computer Accounts Management Systems pages at https://accounts.drexel.edu/. You will receive the information you need for your DrexelOne access, as well as other Drexel account
related information. After you have activated your account, please return to http://one.drexel.edu/ to log in to DrexelOne.

3. Once you are logged click on the Faculty Tab.

4. Under the Course Administration channel select More BannerWeb Faculty Services.
5. Within the Faculty and Advisors menu select the Submit Grade Change link.

6. Select a respective course by clicking on the CRN number to change a student’s grade. The online grade change functionality will only be available for courses that occurred within one academic year of the current term.
7. Select the student(s) for which a grade change is required by clicking the check boxes on the left of the form. Then select Continue below. Students who do not have a check box are not eligible for a grade change due to one of the following reasons:

- The student has graduated
- The student has an existing grade change request pending
- The student has withdrawn from course (Final Grade = W)
8. An Instructor must:

- Select a new grade for the student
- Select an appropriate change reason description via the drop down menu
- Enter justification comments to aid department grade approver when reviewing the request

When all 3 fields are complete, select the Submit Grade Change Request(s) button.

9. The Final Screen confirms to the instructor that the grade change request has been submitted via DrexelOne.