

Changing Grading Basis using Quick Enroll

Purpose: Use the **Quick Enroll** component to change the grading basis for students already enrolled in a class. For example, the student enrolls in a class and later decides they wish to take this class on a credit/no-credit basis.

Step	Action							
1.	Navigate to the Quick Enrollment page: Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student							
	Favorites Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student							
	Quick Enroll a Student							
	Eind an Existing Value Add a New Value							
	ID: Q Academic Career: Q Academic Institution: UNICS Q Term: Q							
	Add							
2.	 Complete the following: ID – Enter the student's ID Academic Career – Enter graduate or undergraduate Term – Enter the appropriate term (e.g. 2112 for Fall 2011) 							
3.	Click the Add button. Add							
	Result: The Quick Enrollment page displays.							
4.	Select Normal Maintenance in the Action field. Click the search icon to select the class.							
	*Action Class Nbr Section Related 1 Related 2 Image: Section in the sectio							
5	Tab out of the Class New field to display the class. Click the Class Querrides tob							
5.	Check the Grading Basis override.							
	Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides							
	<u>Closed</u> <u>Class</u> <u>Class Units</u> <u>Grading</u> <u>Class</u> <u>Dynamic</u> <u>Wait List</u> <u>Units Links</u> <u>Class</u> <u>Dynamic</u> <u>Wait List</u> <u>WaitList Pos</u>							
	Image:							



Step	Action								
6.	Click the <i>Units and Grade</i> tab. Change the Grade Basis to the desired value. In this case, the student wishes to take this class on a "Credit/No Credit basis", so select <i>PNP</i> .								
	Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides								
	Unit Course Grade Grade Grade Input Repeat Requirement Designation Option RD Grade								
	Image: Postsec 6291 3.00 1.00 PNP Q Q No								
7.	Click the Submit button. Submit Result: The status changes to Success. If there is any reason the enrollment cannot be processed, the status will show Error. Click the Error link to view details. Quick Enrollment								
	Request ID: 0000001747 ID:								
	Career: Undergrad Institution: UNI Term: 2011 FALL Submit								
	Class Explanant Units and Grade Other Class Info General Overrides Class Overrides TITE								
	Action Class Section Related.1 Related.2								
	Norm Maint Q 01 Success								

Note: You may verify the update by checking the student's **Enrollment Summary.** Select **Main Menu > Records and Enrollment > Enrollment Summaries > Enrollment Summary**

En	rollment Sur	mmary 1	[erm Statistics							
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	Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Find View	All First 1-2 Grading Basis	2 of 2 Las
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