

Grade Change Submission Tutorial


Log – in to GoldLink Portal


goldlink.etsu.edu/?_gl=1*143lkf*_gcl_au*MTEzMjYzZmZUOS4xNzMyMDQzMTUx*_ga*NDUxMDIzNS4xNzMyMDQzMTUx*_ga_LFDKXHVHJYPY*MTczNjc5NjAwOS44NC4xLjE3MzY3OTYwNTEuMTguMC4w

Advisories FILTER Reset

GOLDLink
ETSU Portal

DZL EMAIL DEGREE WORKS HELP


EAST TENNESSEE STATE UNIVERSITY

Login to GoldLink 

[Reset Your Password](#)
[Activate Your Account](#)

ETSU's gateway to registration, advising, student information and more...

Once Logged In

- Click on Faculty Tab

The screenshot displays the GOLDLink ETSU Portal interface. The browser address bar shows 'goldlink.etsu.edu/faculty'. The top navigation bar includes 'GOLDLink ETSU Portal' on the left and utility icons (D2L, EMAIL, DEGREE WORKS, HELP, LOGOUT) on the right. A sidebar on the left contains navigation options: My Application, Next Steps, Faculty (highlighted with a green arrow), Employee, Advisor, and Administrative Staff. The main content area features several dashboard tiles: Dashboard, Grade Assignment, Tools (with sub-sections for SCHEDULE, GRADES, and OTHER TOOLS), Information Technology Notices, ETSU Academic Catalog, and EAB Navigate. The bottom of the page shows an 'ETSU Favorites' tile.

Browser: goldlink.etsu.edu/faculty

Advisories FILTER Reset

GOLDLink
ETSU Portal

My Application
Next Steps
Faculty
Employee
Advisor
Administrative Staff

Theme: [Color Selection]

Dashboard +

Grade Assignment +

Tools -

Information Technology Notices +

ETSU Academic Catalog

EAB Navigate +

ETSU Favorites +

SCHEDULE	GRADES	OTHER TOOLS
Faculty Detail Schedule Week at a Glance Summary Class List Detail Class List Class Permits and Unofficial Class Roster	Term Selection Early Semester Progress Reports Final Grades Attendance Reporting Grade Change Student GPA Pass/Fail Change Report on Assignment of Incomplete Grade	Look Up Classes CRN Selection Curriclog Verification Reports Class Schedule Schedule of Classes Report

Faculty Tools Tab

- Under the tools tab, in the grades section, click on the link that says "Grade Change"

The screenshot shows the GOLDLink ETSU Portal interface. The browser address bar displays "goldlink.etsu.edu/faculty". The page header includes the GOLDLink ETSU Portal logo and navigation icons for D2L, EMAIL, DEGREE WORKS, HELP, and LOGOUT. A search bar for Advisories is also present.

The main content area is divided into several sections:

- Left Sidebar:** Contains navigation links for My Application, Next Steps, Faculty (highlighted), Employee, Advisor, and Administrative Staff. Below these links is a "Theme:" selector with three color options.
- Dashboard:** A dark blue panel with a clock icon and a "+" sign.
- Grade Assignment:** A dark blue panel with a document icon and a "+" sign.
- Tools:** A dark blue panel with a wrench and screwdriver icon and a "-" sign. It contains three columns of links:
 - SCHEDULE:** Faculty Detail Schedule, Week at a Glance, Summary Class List, Detail Class List, Class Permits and Unofficial Class Roster.
 - GRADES:** Term Selection, Early Semester Progress Reports, Final Grades, Attendance Reporting, **Grade Change** (highlighted with a green arrow), Student GPA, Pass/Fail Change, Report on Assignment of Incomplete Grade.
 - OTHER TOOLS:** Look Up Classes, CRN Selection, Curriculog, Verification Reports, Class Schedule, Schedule of Classes Report.
- Information Technology Notices:** A dark blue panel with an "E" icon and a "+" sign.
- ETSU Academic Catalog:** A dark blue panel with a document icon and a "+" sign.
- EAB Navigate:** A dark blue panel with an "E" icon and a "+" sign.
- ETSU Favorites:** A dark blue panel with an "E" icon and a "+" sign.

Grade Change Screen

- From this screen you will be prompted to enter the term for which you want to change the grade. Enter the term and click go

selfserv.etsu.edu/pls/prod/BYWWFGC.P_MAIN?

GOLDLink
Self Service

Personal Information Faculty Services Employee Finance

Search Go

SITE MAP HELP EXIT

Grade Change

Term: Go

Each Term consists of the year and a two digit term identifier. The two digit term identifier is placed at the end of the year.

80 = Fall
10 = Spring
50 = Summer

For example, enter 201210 for Spring 2012, 201250 for Summer 2012, or 201280 for Fall 2012.

[Grade Change]

RELEASE: 8.5.3

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Course & Student Listing

- Once you've entered the term a list of your courses should appear for you to choose from. On this example there's a course list and a list of all students

The screenshot shows the GOLDLink Self Service web application. The browser address bar displays `selfserv.etsu.edu/pls/prod/BYWWFGC.P_MAIN`. The page header includes the GOLDLink logo and navigation tabs for Personal Information, Faculty Services, Employee, and Finance. A search bar is present with a 'Go' button. The main content area is titled 'Grade Change' and includes a 'Term' dropdown set to '202480' and a 'Display My Students In:' dropdown set to 'All Courses'. Below this is a table with columns for Student, Grade, Course Title, and Section. The table lists 18 students and their corresponding course and section information. A callout box on the right explains that while F's and W's may appear, they cannot be clicked for grade changes and must be signed by the Department Chair.

Personal Information **Faculty Services** Employee Finance

Search Go SITE MAP HELP EXIT

Grade Change

Term: Go

Display My Students In: **All Courses**

Student Grade Course Title Section

Student	Grade	Course Title	Section
Andrews, Clifton		Criminology	CJCR-3310-002
Arnold, Ryan		Criminology	CJCR-3310-001
Bowman, Brittany		Criminology	CJCR-3310-002
Brooks, Robert		Criminology	CJCR-3310-002
Burton, Jarrod		Criminology	CJCR-3310-001
Byrd, David		Criminology	CJCR-3310-001
Cash, Logan		Criminology	CJCR-3310-002
Cedillo, Frank		Criminology	CJCR-3310-002
Collette, Nicholas		Criminology	CJCR-3310-001
Conn, Trisha		Criminology	CJCR-3310-001
Cutshall, Brandon		Criminology	CJCR-3310-002
Daniels, Matthew		Criminology	CJCR-3310-001
Deaderick, Ian		Criminology	CJCR-3310-002
Dunn, Dallas		Criminology	CJCR-3310-002
Farmer, Hannah		Criminology	CJCR-3310-001
Fish, Kayla		Criminology	CJCR-3310-001
Fitzgerald, Ashley		Criminology	CJCR-3310-001

Listing of Courses

List of students

On this screen F's & W's may appear but you will not be able to click on the student names for grade changes. All changes for F's & W's will have to be signed by the Department Chair and processed via the paper form.

Internet | Protected Mode: On 100%

Course & Student Listing

- Once you've chosen the proper course from the list OR the correct student from the all student list; click on the student's name to request the change of grade.

selfserv.etsu.edu/pls/prod/BYWWFGC.P_MAIN

GOLDLink
Self Service

Personal Information Faculty Services Employee Finance

Search Go SITE MAP HELP EXIT

Grade Change

Term: Go

Display My Students In: **All Courses**

Student Grade Course Title Section

[Grade Change]

Display My Students In: **All Courses**
[Criminology CJCR-3310-002](#)
[Criminology CJCR-3310-001](#)

Student	Grade	Course	Title	Section
Andrews, Clifton		Criminology	CJCR-3310-002	
Arnold, Ryan		Criminology	CJCR-3310-001	
Bowman, Brittany		Criminology	CJCR-3310-002	
Brooks, Robert		Criminology	CJCR-3310-002	
Burton, Jarrod		Criminology	CJCR-3310-001	
Byrd, David		Criminology	CJCR-3310-001	
Cash, Logan		Criminology	CJCR-3310-002	
Cedillo, Frank		Criminology	CJCR-3310-002	
Collette, Nicholas		Criminology	CJCR-3310-001	
Conn, Trisha		Criminology	CJCR-3310-001	
Cutshall, Brandon		Criminology	CJCR-3310-002	
Daniels, Matthew		Criminology	CJCR-3310-001	
Deaderick, Ian		Criminology	CJCR-3310-002	
Dunn, Dallas		Criminology	CJCR-3310-002	
Farmer, Hannah		Criminology	CJCR-3310-001	
Fish, Kayla		Criminology	CJCR-3310-001	
Fitzgerald, Ashley		Criminology	CJCR-3310-001	

For this example we'll be submitting a grade change for Logan Cash

Grade Change Submission Example

- Logan Cash: Click on drop down menu to select new grade

The screenshot shows a web browser window with the URL `selfserv.etsu.edu/pls/prod/BYWWFGC.P_MAIN`. The page header includes the **GOLDLink Self Service** logo and navigation tabs for **Personal Information**, **Faculty Services**, **Employee**, and **Finance**. A search bar and utility links (**SITE MAP**, **HELP**, **EXIT**) are also present.

The main content area is titled **Grade Change** and displays the following information:

- Student: Cash, Logan [REDACTED]
- Course: CJCR-3310-002 Criminology
- Term: 201110
- Grade: [REDACTED]

Below this information is a form with the label **Select new grade:** followed by a dropdown menu, an **Okay** button, and a **Cancel** button. The dropdown menu is open, showing a list of grades: **A**, **B**, **B+**, **B-**, **C**, **C+**, **C-**, **D**, **D+**, and **F**. A large green arrow points to the dropdown menu.

At the bottom of the page, there is a **RELEASE: 8.2** notice on the left, a **[Grade Change]** link in the center, and a **powered by SUNGARD HIGHER EDUCATION** logo on the right.

Grade Change Example Continued

- Logan Cash: Once you've selected the correct grade click ok

The screenshot shows a web browser window with the URL `selfserv.etsu.edu/pls/prod/BYWFEGC_P_MAIN`. The page header includes the **GOLDLink Self Service** logo and navigation tabs for **Personal Information**, **Faculty Services**, **Employee**, and **Finance**. A search bar is present with a "Go" button. The main content area is titled "Grade Change" and displays the following information:

- Student: Cash, Logan [REDACTED]
- Course: CJCR-3310-002 Criminology
- Term: 201110
- Grade: [REDACTED]

Below this information is a "Select new grade:" dropdown menu. A green arrow points to the dropdown. The dropdown menu is open, showing the following options: A, B, B+, B-, C, C+, C-, D, D+, and F. To the right of the dropdown are "Okay" and "Cancel" buttons. The page footer includes "RELEASE: 8.2" on the left, "[Grade Change]" in the center, and "powered by SUNGARD HIGHER EDUCATION" on the right.

Submission Confirmation Screen

- Logan Cash: Once you click on ok, you should see this screen to confirm what you are about to submit. Verify the change is correct and click on confirm.

selfserv.etsu.edu/pls/prod/BYWFEGC.P_MAIN

GOLDLink
Self Service

Personal Information Faculty Services Employee Finance

Search Go SITE MAP HELP EXIT

Grade Change

Student: Cash, Logan [redacted]
Course: CJCR-3310-002 Criminology
Term: 201110
Grade: [redacted]

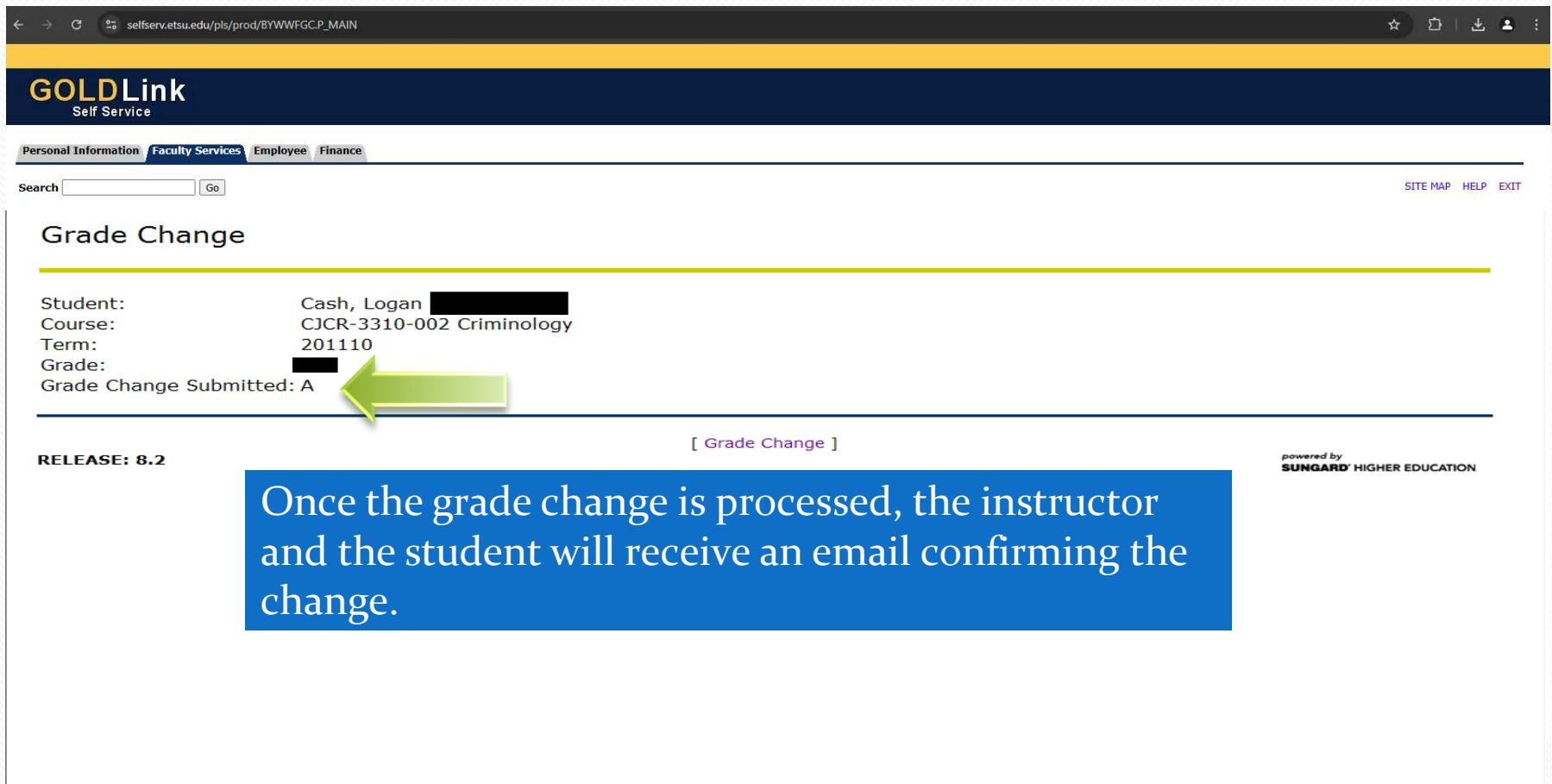
New grade: A

Please be aware that once you click on confirm you will not be able to make another correction to that student's grade for that particular course: you can only submit one grade change per student per course via the online tool, so be sure the student and grade change information is correct.

RELEASE: 8.2 powered by IARD HIGHER EDUCATION

Submission Confirmation Cont.

- Logan Cash: Once you click confirm, you should see this screen confirming that your change has been submitted.



The screenshot shows a web browser window with the URL `selfserv.etsu.edu/pls/prod/BYWWFGC.P_MAIN`. The page header includes the **GOLDLink Self Service** logo and navigation tabs for **Personal Information**, **Faculty Services**, **Employee**, and **Finance**. A search bar is present with a "Go" button. The main content area is titled **Grade Change** and displays the following information:

Student:	Cash, Logan [REDACTED]
Course:	CJCR-3310-002 Criminology
Term:	201110
Grade:	[REDACTED]
Grade Change Submitted:	A

A green arrow points to the "Grade Change Submitted: A" text. Below the main content, there is a link labeled [\[Grade Change \]](#). The footer contains the text **RELEASE: 8.2** on the left and **powered by SUNGARD HIGHER EDUCATION** on the right.

Once the grade change is processed, the instructor and the student will receive an email confirming the change.