Student Grade Change Audit

This guide will cover how to view a student’s record of grade changes.

1) From the Catalyst Staff Homepage, select the Student Programs & Enrollment tile and then open the Enrollment folder listed on the Navigation Collection (left side of the page).

2) Next select Grade Change Audit. On the right side of the screen, enter the search criteria for the student’s record you wish to review. Afterwards, select Search to view a list of the results.

ID vs. USER ID: The ID field refers to the student’s Catalyst ID number. The User ID refers to the M# of the individual who issued the grade change to the student’s record. When using the User ID field, it’s important that you place the letter M with the numerical values.

3) The results from the search will appear under the search parameters section. Under the Change Details tab, you will be able to view the following information related to the student’s grade change record:
   - **User ID**: Displays the ID of the individual who made the grade change
   - **ID**: Displays the ID of the student whose grade changed
   - **Date/Time**: Displays when a user made the grade change
   - **Action**: Displays the state of the record.
     o **Before** is the image of the record before it was updated
     o **After** is the image of the record after it was updated.
VIEW CHANGES ONLY: Selecting the View Changes Only checkbox will allow you to view the final grade the student received once their grade was changed in Catalyst.

4) The Units and GPA tab and Miscellaneous Details tab will allow users to compare the student’s GPA since the grade was officially changed in the system.