

Entering Final Grades into MyMav

Key Highlights

- Please save your work frequently.
- The Grade Roster view defaults to groups of 20 students per page. If you have more than 20 students in a class, choose the next arrow to the following pages. Alternatively, the grade roster can be set to view 100 students per page by selecting **View 100**.
- If you try to leave the Grade Roster without saving your work, this will cause a warning message.
 - If you hit **Cancel**, you will lose all the grades you have just entered. You will need to select **OK** and then save your grade entries.
- After the grades are entered, Instructors are to verify grades and set the Approval Status of the MyMav Grade Roster to “Approved”. The default is “Not Review”.
 - This action acts as to self-verify that all grades and “F” justifications have been successfully entered or migrated into MyMav. In turn, this lets our office know that the grades are ready to be posted official.

Instructions

- Log into [MyMav](#), through your **Faculty Center**, access your **Grade Roster** (Main Menu > Self Service > Faculty Center > Grade Roster).





- There will be a list of your courses for the current term. Select the course(s) needing grades reported.

My Teaching Schedule > 2018 Spring > University of Texas, Arlington

Personalize | View All | First 1-4 of 4 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	FREN 1441-001 (22919)	BEGINNING FRENCH I (Lecture)	19	MoWeFr 8:00AM - 8:50AM	PH 103	Jan 16, 2018- May 4, 2018
	FREN 1441-002 (22920)	BEGINNING FRENCH I (Lecture)	25	MoWeFr 9:00AM - 9:50AM	PH 103	Jan 16, 2018- May 4, 2018
	HIST 1312-002 (20530)	U.S. HISTORY SINCE 1885 (Lecture)	135	MoWeFr 9:00AM - 9:50AM	UH 116	Jan 16, 2018- May 4, 2018
	SPAN 1441-001 (20783)	BEGINNING SPANISH I (Lecture)	14	MoWeFr 8:00AM - 8:50AM	TH 202	Jan 16, 2018- May 4, 2018

- Select the **Grade Roster Type** (dropdown button), choose **Final Grades**.
- Assign the grade for each student under **Roster Grade** (dropdown button).
 - **If entering a grade of “F”**: As to ensure we are compliant with U.S. Department of Education regulations; all UT Arlington faculty are required to include additional data when recording an “F” for a student’s grade in MyMav.
 - One of the following options must be selected to clarify why the student earned an “F”:

- Option 1 - **In attendance/performed poorly**
- Option 2 - **Stopped attending as of “____” (date last attended required)**
- Option 3 - **Never attended or participated**

Faculty Center Search

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Grade Roster

2018 Spring | Regular Academic Session | University of Texas, Arlington | Undergraduate

FREN 1441 - 001 (22019) Change Class

BEGINNING FRENCH I (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 8:00AM-8:50AM	PH 103		

Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed Save

Personalize | Find | First 1-19 of 19 Last

Student Grade	ID	Name	Roster Grade	Official Grade	Justification for F	Date Last Attended	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 2182 22010		<input type="text"/>				GRD	Undergraduate - COMM INT Broadcasting	Sophomore
<input type="checkbox"/>	2 2182 22010		<input type="text"/>				GRD	Undergraduate - LING INT Linguistics	Sophomore
<input type="checkbox"/>	3 2182 22010		<input type="text"/>				GRD	Undergraduate - Aerospace Engineering UCOL	Freshman
<input type="checkbox"/>	10 2182 22010		<input type="text"/>				GRD	Undergraduate - Architecture INT	Senior

View All | Download %1 Table to Excel | Rows 1 - 10 of 10

Select All Clear All Printer Friendly Version

<- Add this grade to selected students

Notify Selected Students Notify All Students

Save

- Then click **Save**.
- After all grades are entered, under **Grade Roster Action**, set the **Approval Status** to "Approved".

To assign the same grade to multiple students:

- Click the **Select All** button.
- Enter the grade into the field immediately above the **Select All** button and
- Click the button "<--" add this grade to selected students.