## Entering Progress Report 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 page without saving your work, this will cause a warning message.
  - o 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).



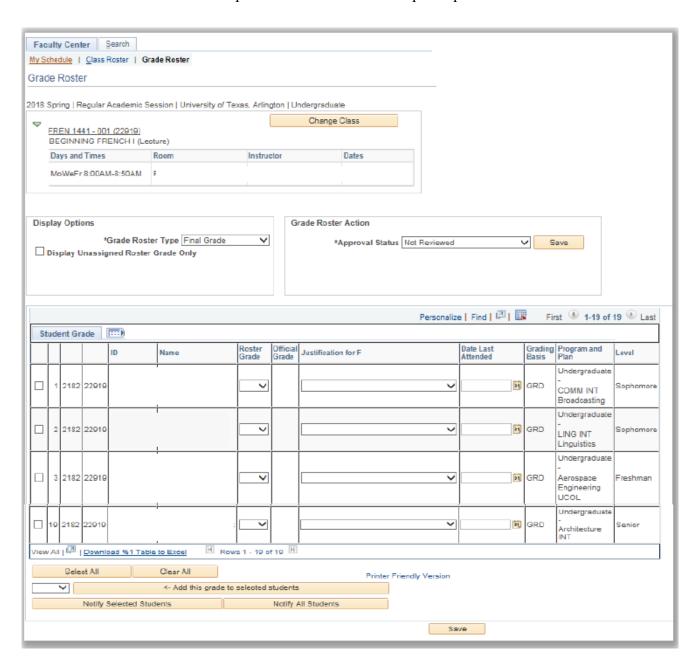


- There will be a list of your courses for the current term. Select the course(s) needing progress report grades.
  - Look for the grade roster icon, only course(s) that appear with the icon have students meeting the criteria for the required progress report grades.
  - o Grade rosters for other courses may not have been generated because students may not have met the criteria for progress report grades.



- Select the Grade Roster Type (dropdown button), choose either 4th Week Progress
  Grades (Early Progress Report) or Mid-Term Progress Grades (Midterm Progress
  Report).
  - Only the students whose names appearing on your grade rosters will meet the criteria for the required progress report grades. In many cases, this may not be all your enrolled students.

- Assign the grade for each student under **Roster Grade** (dropdown button).
  - Entering a grade of "F": 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



- 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.