

Grade Roster Action: Approval Status

Key Highlights

- Instructor confirmation is needed for all grades. You will need to set the Grade Roster Action's Approval Status to *Approved*. 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 the grades are ready to be posted official.
- This action is needed on each course taught/grade roster opened.

The definitions of the three Approval statuses:

Grade Roster Action's Approval Status Definitions	
<i>Not Reviewed</i>	<p>Allows the entry of grades and F-Justifications on the Grade Roster.</p> <p>Indicates that grades entered have not been given final approval by the instructor.</p> <p>Grades and F-Justifications can continue to be entered and modified in <i>Not Reviewed</i> status and saved.</p>
<i>Ready for Review</i>	<p>Indicates that all or partial grades and F-Justifications have been entered on the Grade Roster and are needing review by the course's primary instructor.</p> <p>Grades that are entered on the Grade Roster are Ready for Review and Approval by the instructor.</p> <p>Grades and F-Justifications cannot be entered on the Grade roster while in <i>Ready for Review</i> status.</p>
<i>Approved</i>	<p>Indicates that all grades and F-Justifications have been reviewed and approved by the instructor and are ready for the Office of the Registrar to Post to the official record.</p> <p>An instructor cannot change the Approval Status of the Grade Roster to <i>Approved</i> until all grades and F-Justifications are assigned.</p>

Instructions

- Log into [MyMav](#), through your **Faculty Center**, access your **Grade Roster** (Main Menu > Self Service > Faculty Center > Grade Roster).
- After all grades and F-Justifications have been successfully entered or migrated into MyMav, move the Approval Status to *Approved*.
 - If using Canvas to enter grades and F-Justifications, the *Approved* setting can be changed after the grade extraction(s).
 - If using MyMav to enter grades and F-Justifications, the *Approved* setting can be changed after entering grades and F-Justifications.
- Click **Save**.

Grade Roster

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

EREN 1441 - 001 (22919) Change Class

BEGINNING FRENCH I (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 8:00AM-8:50AM	PH 103		01/16/2018 - 05/04/2018

Display Options

*Grade Roster Type Mid-Term Progress ▼

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed ▼ Save

Personalize | Find | | | First 1-8 of 8 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 22919		C ▼				GRD	Undergraduate - Aerospace Engineering UCOL	Freshman
<input type="checkbox"/>	2	2182 22919		A ▼				GRD	Undergraduate - HIST UCOL History	Freshman
<input type="checkbox"/>	3	2182 22919		D ▼				GRD	Undergraduate - Exercise Science INT	Junior
<input type="checkbox"/>	4	2182 22919		D ▼				GRD	Undergraduate - Exercise Science INT	Junior