# 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 | |
|---|---|
| ***Not Reviewed*** | Allows the entry of grades and F-Justifications on the Grade Roster.<br><br>Indicates that grades entered have not been given final approval by the instructor.<br><br>Grades and F-Justifications can continue to be entered and modified in *Not Reviewed* status and saved. |
| ***Ready for Review*** | 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.<br><br>Grades that are entered on the Grade Roster are Ready for Review and Approval by the instructor.<br><br>Grades and F-Justifications cannot be entered on the Grade roster while in *Ready for Review* status. |
| ***Approved*** | 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.<br><br>An instructor cannot change the Approval Status of the Grade Roster to *Approved* until all grades and F-Justifications are assigned. |

## 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.**