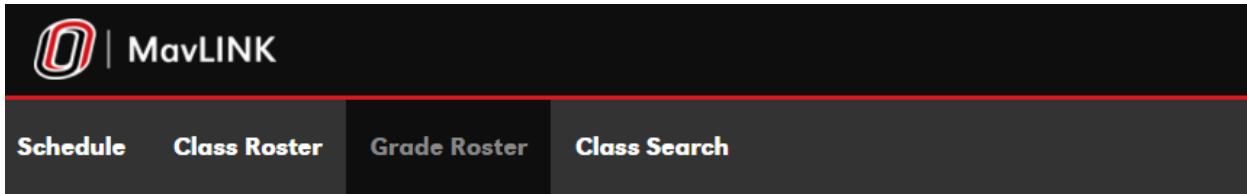


## F/FW Grading through MavLINK

1. Login to your MavLINK Account and click on Grade Roster



### Select Term

Fall 2015 ▾

#### Grade Roster - Fall 2015

[Download](#)

Course	Description	Final Grade
HIST 1010 - 666	WORLD CIVILIZATIONS II	Grade Input Allowed

**2. Choose the appropriate Grade from the Dropdown**

**a. For Failure – Due to Attendance, select the FW grade in Roster Grade column**

**HIST 1010 - 666 (30483) change class**

WORLD CIVILIZATIONS II (Lecture)

Days and Times	Room	Instructor	Dates
TBA	To Be Announced	Matthew T Schill	08/24/2015 - 12/18/2015

**Display Options:**

\*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status: Not Reviewed

**Student Grade**

	ID	Name	Roster Grade	Official Grade	Attendance Status	Last Date of Attendance	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 8L 07	Testing.Ugrad Test	FW		Never Att		GRD	Academic & Career Dev Center - UNDECLARED MAJOR-UD	Freshman
<input type="checkbox"/>	2 37 54	Testing.Ugrad2	FW		Stopped	09/30/20	GRD	Academic & Career Dev Center - UNDECLARED MAJOR-UD	Freshman

[View All](#) | [Download](#) | [Rows 1 - 2 of 2](#)

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

<- add this grade to selected students

[notify selected students](#) [notify all students](#)

**SAVE**

Faculty Home | Grade Roster/Grading

3. After selecting the FW Grade, Choose the Attendance Status from Required options

- Never Attended
- Stopped Attending - Add the Last Date of Attendance in Required Date Field

**MavLINK**

**Schedule** **Select** **Grade** **Course** **HIST 101**

**WORLD CIVILIZATIONS II (Lecture)**

Days and Times	Room	Instructor	Dates
TBA	To Be Announced	Matthew T Schill	08/24/2015 - 12/18/2015

**Display Options:**

- \*Grade Roster Type: Final Grade
- Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status: Approved

**Student Grade**

ID	Name	Roster Grade	Converted Roster Grade	Official Grade	Attendance Status	Last Date of Attendance	Grading Basis	Program and Plan	Level
1	7 Testing, Upgrad Test	FW	F		Never Attended		GRD	Academic & Career Dev Center - UNDECLARED MAJOR- UD	Freshman
2	4 Testing, Upgrad2	FW	F		Stopped Attending	09/30/2015	GRD	Academic & Career Dev Center - UNDECLARED MAJOR- UD	Freshman

View All

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

[notify selected students](#) [notify all students](#)

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

Faculty Home Grade Roster/Grading

4. Grade all other students and change the Approval Status to 'Approved'

a. Note: the FW grade will automatically convert to F Grade for the student as the Official Grade.

The screenshot shows the MavLINK Grade Roster Action page for a course. The course details are as follows:

- Course:** HIST 1010 - 666 (30483)
- Section:** WORLD CIVILIZATIONS II (Lecture)
- Days and Times:** TBA
- Room:** To Be Announced
- Instructor:** Matthew T Schill
- Dates:** 08/24/2015 - 12/18/2015

**Display Options:**

- \*Grade Roster Type: Final Grade
- Display Unsigned Roster Grade Only

**Grade Roster Action:**

- \*Approval Status: **Approved** (highlighted in yellow)
- Posted** (highlighted in yellow)
- [Request Grade Change](#)

**Student Grade Table:**

	ID	Name	Roster Grade	Converted Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status	
<input checked="" type="checkbox"/>	1	8...7	Testing_Ugrad Test	FW	F	F	GRD	Academic & Career Dev Center - UNDECLARED MAJOR-UD	Freshman	Posted
<input checked="" type="checkbox"/>	2	3...4	Testing_Ugrad2	FW	F	F	GRD	Academic & Career Dev Center - UNDECLARED MAJOR-UD	Freshman	Posted

Buttons at the bottom of the table:

- [View All](#)
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- [Rows 1 - 2 of 2](#)
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- [Select All](#)
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- [notify selected students](#)
- [notify all students](#)

Footer links:

- [Faculty Center](#)
- [Advisor Center](#)
- [Class Search](#)
- [My Schedule](#)
- [Class Roster](#)
- [Grade Roster](#)

Footer buttons:

- [Faculty Home](#)
- [Grade Roster/Grading](#)

5. Final Step – Change the Approval Status to POSTED to complete the Grade Submission

a. Note: the Date of Attendance will not appear on the Posted status. The Final converted Grade of F will appear on the student's academic record.

b. The Date of Attendance Status and Date will be available for internal reporting purposes only and will not display to the student.