F/FW Grading though MavLINK

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

	MavLINK					
Schedule	Class Rost e r	Grade Roster	Class Search			
Sele	ct Term					
Gra	de Roster - Fall 🛛	2015			Download	
Cou	rse	Description		Final Grade		
HIST	1010 - 666	WORLD CIVILIZA	tions 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

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Select	Days and Times	Room		Instructo	r	Dates							
Fall 2015 -	TBA	To Be Annou	unced	Matthew T	Matthew T Schill		08/24/2015 -						
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Course		,	,										
HIST 1010													
	Student Grade	Ð											
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	Select All Clear All						Printe	er Friendly	/ Version				
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3. After selecting the FW Grade, Choose the Attendance Status from Required options

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

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HIST 101(1 80640307	<u>Testing,Ugrad</u> Test	FW	Grade F	Grade	Never Attended	Attendance	GRD	Academic & Career Dev Center - UNDECLARED MAJOR- UD	Freshman			
		2 37061464	Testing,Ugrad2	FW	F		Stopped Attending	09/30/2015	GRD	Academic & Career Dev Center - UNDECLARED MAJOR- UD	Freshman			
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- 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.

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- 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.