F/FW Grading though MavLINK

1. **Login to you MavLINK Account and click on Grade Roster**
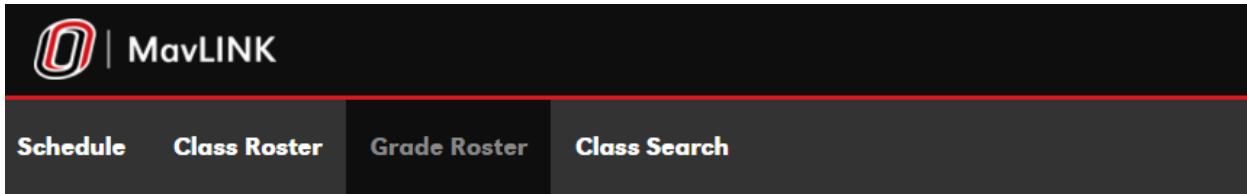
2. **Choose the appropriate Grade from the Dropdown**
   a. **For Failure – Due to Attendance, select the FW grade in Roster Grade column**

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

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.**

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.**