F/FW Grading though MavLINK

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

![MavLINK Interface]

Select Term

- Fall 2015

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1010 - 656</td>
<td>WORLD CIVILIZATIONS II</td>
<td>Grade Input Allowed</td>
</tr>
</tbody>
</table>

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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.