# Grade Roster

## Select Term

Select the term (e.g., Spring 2014).

## Course Grades Posted

- ACCT 2010 - 001: PRINCIPLES OF ACCOUNTING I - Posted
- MATH 1310 - 001: INTERMEDIATE ALGEBRA - Posted
- MATH 4900 - 001: INDEPENDENT STUDIES - Grade Input Allowed

## Manage

- Manage Service Indicators
- Class Permissions
- Enrollment Limits
- Student Service Center

## View

- Academic Calendars
- Enrollment Dates
- Events Calendar
- Grading Dates

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Grade Roster (Continued)

Display Options:
- Grade Roster Type: Final Grade
- Display Unassigned Roster Grade Only

Grade Roster Action:
- Approval Status: Not Reviewed

Student Grade Table:
- ID
- Name
- Roster Grade
- Official Grade
- Grade Basis
- Program and Plan
- Level

View All and Download links

Populated Grades

Posting Multiple Grades:
1. Check the boxes for the students receiving the same grade
2. Select the desired grade and click “add this grade to selected students” button

Click “SAVE.” The SAVE button saves the grades you selected from the drop down menu. It does not post the grades.

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NOTE: The Grade Roster SAVE button saves the grade action you are requesting (e.g., approval). Once approved is selected, a "POST" button will appear at the bottom of the screen.
Select "POST" to post your final grades.
Grades in the **Official Grade** column will appear only if grades have been approved and saved.

Once posted, the word posted will now appear in a new column called Status.

In the **Grade Roster Action** section, the Approval Status dropdown menu is no longer active, indicating that it can no longer be changed. However, the new **Request Grade Change** link allows you to change a grade after it is posted, but only during the official grading period. After that paperwork must be submitted.