

UWinsite Student

APPROVING GRADES – HEADS AND DIRECTORS




Note: UWinsite Student replaces eApprove for grade approval.

HOW DO I APPROVE FINAL GRADES SUBMITTED?

STEP 1: Click on  to open NavBar.

STEP 2: Click on  to open menu.

STEP 3: Choose **Curriculum Management** > then **Grading** > and then **Grade Approval** . This opens up the Classic View menu and pages.

STEP 4: Click on  tab. All course grades pending approval should appear in a list. Alternatively, you can enter a term code in  and click on  for course grades pending approval in a particular term.

STEP 5: Click on  at end of row to view the details of the grade submission.

STEP 6: At the bottom, choose  

If **approved**, this will route the grades to the Second Level Approver who, in FAHSS, is generally the Associate Dean. If **not approved**, the grades will be routed back to the course instructor for review and resubmission.

HOW DO I APPROVE GRADE CHANGES?

STEP 1: Click on  to open NavBar.

STEP 2: Click on  to open menu.

STEP 3: Choose [Curriculum Management](#) > then [Grading](#) > and then [Grade Approval](#) . This opens up the Classic View menu and pages.

STEP 4: Click on [Grade Change Approval](#) tab. All grade changes pending approval should appear in a list. Alternatively, you can enter a term code in  and click on [Fetch Approvals](#) for grade changes pending approval in a particular term.

STEP 5: Click on [Details](#) at end of row to view the details of the grade change(s).

STEP 6: At the bottom, choose [Approve](#) [Not Approved](#)

If **approved**, this will route the grades to the Second Level Approver who, in FAHSS, is generally the Associate Dean. If **not approved**, the grades will be routed back to the course instructor for review and resubmission.
