UWinsite Student

APPROVING GRADES – HEADS AND DIRECTORS

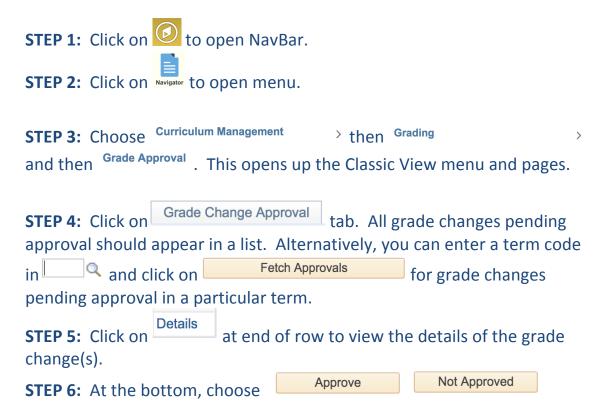
Note: UWinsite Student replaces eApprove for grade approval.

HOW DO I APPROVE FINAL GRADES SUBMITTED?

STEP 1: Click on to open NavBar. STEP 2: Click on Navigator to open menu. STEP 3: Choose Curriculum Management > then Grading and then Grade Approval . This opens up the Classic View menu and pages. **Grade Approval** tab. All course grades pending approval STEP 4: Click on should appear in a list. Alternatively, you can enter a term code in **Fetch Approvals** and click on for course grades pending approval in a particular term. **Details** at end of row to view the details of the grade STEP 5: Click on submission. Not Approved Approve 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?



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.