

Review and Approve Grades

Important Information

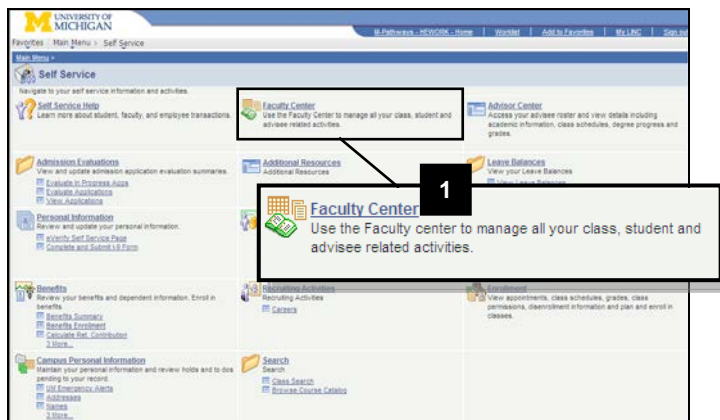
- Grade rosters must be generated before entering and approving grades.
 - Grade rosters for full term classes are generated on the last day of classes for the term. Classes that meet less than the full term (first half, second half, and mini courses) will have their grade rosters generated on the Friday of the week the class ends.
- Once an instructor enters grades and sets the Grade Roster Approval Status to Ready for Review, an automatic email is sent to the Approver(s) indicating the roster is ready for review.
- To review and approve final grade rosters, you must be assigned as an instructor with **APPROVE** grade roster access in M-Pathways or a staff member assigned **Approve Grade Roster** proxy access in the Faculty Center.

Note: **APPROVE** grade roster access and the **Approve Grade Roster** proxy role allow you to enter grades, upload grades, or review grades already entered. Once the grades are reviewed for accuracy, you can set the Grade Roster Approval Status to Approved. Clicking Save and viewing the Grade Roster Submittal Confirmation that appears on the bottom of the Grade Roster page are the final steps.

Navigation

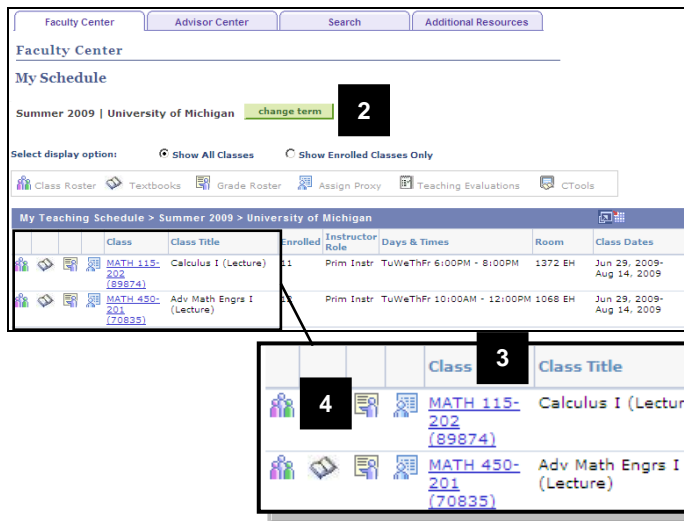
Wolverine Access (<https://wolverineaccess.umich.edu>) > Faculty & Staff > Faculty Business

Self Service Page



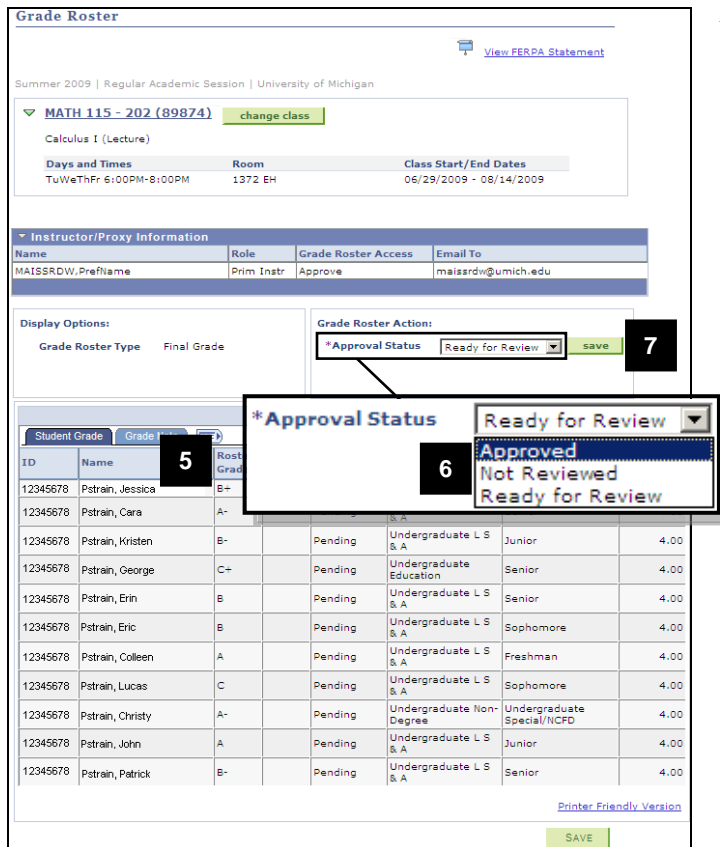
1. Click **Faculty Center**.

Faculty Center Page



2. Click change term to select the appropriate term.
 - The Faculty Center page defaults to the current term.
3. Locate the appropriate class in the **Class** and **Class Title** fields.
 - Only classes for which you have been set up as an instructor or assigned as a proxy are viewable.
4. Click the **Grade Roster** icon located to the left of the class name.
 - Grade roster icons appear only when there is a grade roster generated for the class.

Faculty Center Grade Roster Page



5. Review grades.
- Notes:**
- If a grade for a student needs to be changed, set the Approval Status to Not Reviewed and make the appropriate changes.
 - Grades can be entered, uploaded, or modified only when the Approval Status is set to Not Reviewed.
6. After grades have been verified, change the **Approval Status** to **Approved**.
 7. Click SAVE.

Faculty Center Grade Roster Page – Confirmation

Grade Roster [View FERPA Statement](#)

Summer 2009 | Regular Academic Session | University of Michigan

▼ **MATH 115 - 202 (89874)** change class

Calculus I (Lecture)

Days and Times	Room	Class Start/End Dates
TuWeThFr 6:00PM-8:00PM	1372 EH	06/29/2009 - 08/14/2009

▼ **Instructor/Proxy Information**

Name	Role	Grade Roster Access	Email To
MAISSRDW,PreName	Prim Inatr	Approve	maisardw@umich.edu

Display Options: Grade Roster Type Final Grade

Grade Roster Action: *Approval Status Approved save

ID	Name	Roster Grade	Official Grade	Status	Academic Career	Level	Units Taken
12345678	Pstrain, Jessica	B+		Pending	Rackham	Graduate Master	4.00
12345678	Pstrain, Cara	A-		Pending	Undergraduate L S & A	Senior	4.00
12345678	Pstrain, Kristen	B-		Pending	Undergraduate L S & A	Junior	4.00
12345678	Pstrain, George	C+		Pending	Undergraduate Education	Senior	4.00
12345678	Pstrain, Erin	B		Pending	Undergraduate L S & A	Senior	4.00
12345678	Pstrain, Eric	B		Pending	Undergraduate L S & A	Sophomore	4.00
12345678	Pstrain, Colleen	A		Pending	Undergraduate L S & A	Freshman	4.00
12345678	Pstrain, Lucas	C		Pending	Undergraduate L S & A	Sophomore	4.00
12345678	Pstrain, Christy	A-		Pending	Undergraduate Non-Degree	Undergraduate Special/NCFD	4.00
12345678	Pstrain, John	A		Pending	Undergraduate L S & A	Junior	4.00
12345678	Pstrain, Patrick	B-		Pending	Undergraduate L S & A	Senior	4.00

[Printer Friendly Version](#)

✔ This grade roster has been successfully saved and approved.

The grades will now be posted to the students' records via a Batch Grade Posting Process. The Batch Grade Posting Process runs every hour during the Grade Processing Cycle.

This activity has been logged and noted by ITS Systems Administration. If you have any questions, please contact the ITS Help Desk by email at itsadminhelpdesk@umich.edu or by telephone at 734-764-4357.

SAVE

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8. After saving the grade roster with an Approved status, review the **Grade Roster Submittal Confirmation** by scrolling down to the bottom of the page.

Notes:

- An automatic email is sent to all Approvers on the grade roster to confirm the grade roster has been approved and saved.
- During the grading period, an hourly batch process posts approved grades to the students' records and changes the grade roster status from Pending to Posted.
- To make grade changes after the grade roster has been posted, instructors with **APPROVE** grade roster access and Change Grade proxies can use the grade change process. See the [Change Grades Step-by-Step Procedure](#) for more information.