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.
2. Click the **change term** button 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.

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**.

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.