Approve Grades

1. **Click the** My Schedule **link.**
   My Schedule

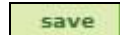2. Verify the term. Click the **change term** button as necessary.

3. Click the **Grade Roster** button.

4. Once all grades have been entered, change the **Approval Status** to **Approved** .
   Not Reviewed

5. Click the **Save** button.
   save

6. Official grades must be posted by the Registrar's Office. After the posting process runs, an email communication is generated to inform course instructors that grades (both partial or full) have been posted. An email is also sent to students letting them know that their grade is ready for review using the Student Center.

10. **End of Procedure.**

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