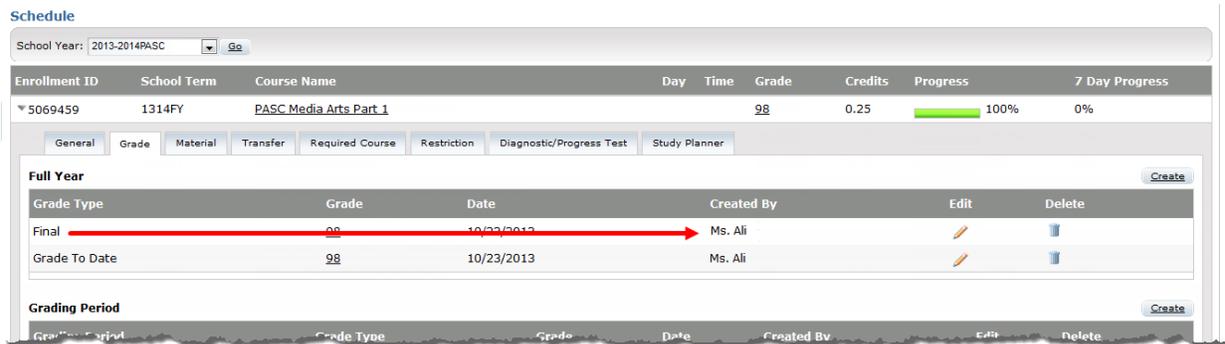


Complete the following steps to un-approve a finalized grade. This process puts the student's grade back into **requestable** status as if the original grade approval never happened.

1. Verify the advisor that finalized the grade by navigating to the **Student Details** page for the student.
2. Expand the dropdown next to the **enrollment ID**.
3. Click the **Grade** tab.
4. Note the user in the **Created By** column of the **Final** row.



Schedule

School Year: 2013-2014PASC

Enrollment ID	School Term	Course Name	Day	Time	Grade	Credits	Progress	7 Day Progress
5069459	1314FY	PASC Media Arts Part 1			98	0.25	100%	0%

General | **Grade** | Material | Transfer | Required Course | Restriction | Diagnostic/Progress Test | Study Planner

Full Year

Grade Type	Grade	Date	Created By	Edit	Delete
Final	98	10/23/2013	Ms. Ali		
Grade To Date	98	10/23/2013	Ms. Ali		

Grading Period

Grading Period	Grade Type	Grade	Date	Created By	Edit	Delete
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5. Find that user's credentials and log in as them.
6. Click **Grade Approval**.



Student Search

School: All Schools

Search By: Selected Field

Value: []

Go

Other Information

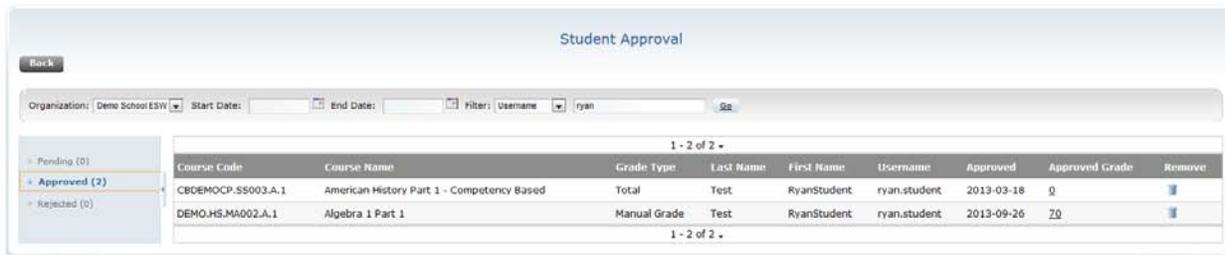
My Portfolio | Research Center

Summary

Demo School ESW

Students 115 Assigned	Intervention 30 Need Tasks	Grade Approval 2 Requests	Attendance 109 Truancies	Assessment 2 Alerts
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7. Locate the student and course grade that should be un-finalized.
8. Confirm that you are viewing the **Approved** grades subtab on the left. If the grade in question is in **Pending** or **Rejected** status, there is no action required of the advisor. Skip to step 9.



Student Approval

Organization: Demo School ESW | Start Date: [] | End Date: [] | Filter: Username | ryan | Go

1 - 2 of 2

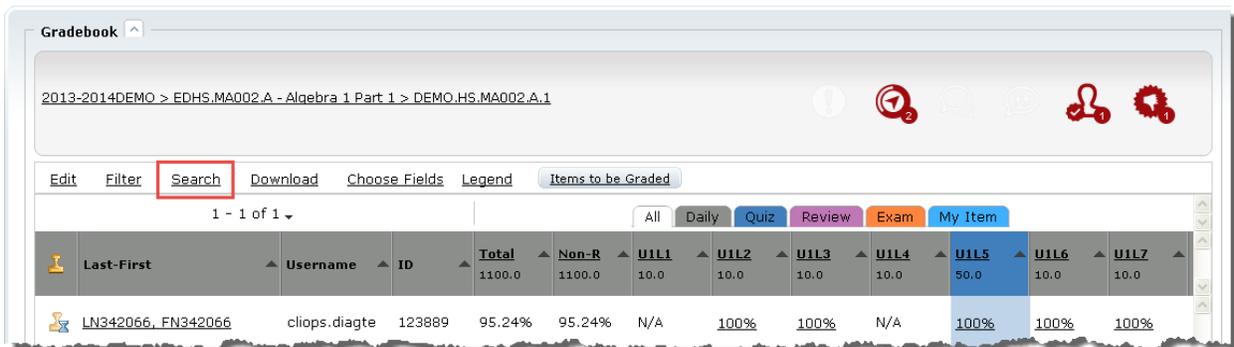
Course Code	Course Name	Grade Type	Last Name	First Name	Username	Approved	Approved Grade	Remove
CBDEMOCP.SS003.A.1	American History Part 1 - Competency Based	Total	Test	RyanStudent	ryan.student	2013-03-18	0	
DEMO.HS.MA002.A.1	Algebra 1 Part 1	Manual Grade	Test	RyanStudent	ryan.student	2013-09-26	20	

1 - 2 of 2

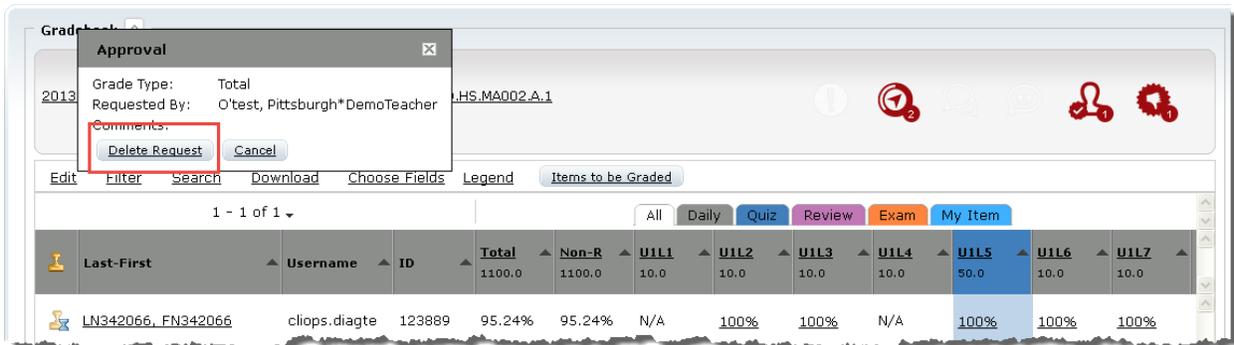
- Click the **trash can** icon in the Remove column for the grade in question to revert the grade from **Approved** to **Pending** status.



- Log in as yourself using your Service Desk or admin account (if applicable).
- Click **Control Panel > Gradebook** and navigate to the Gradebook in question.
- Use the **Search** feature to find the student.



- Click the **pending approval** icon.



- Click **Delete Request**.
- Log out.