

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.

llment ID School Te	rm Course Name		Day Time	Grade	Credits	Progress	7 Day Progress
69459 1314FY	PASC Media Arts Part 1			<u>98</u>	0.25	100%	0%
General Grade Mate	rial Transfer Required Course	Restriction Diagnostic/Progress	s Test Study Planner				
ll Year							Creat
rade Type	Grade	Date	Cre	ated By		Edit	Delete
nal	02	10/22/2012	Ms.	Ali		Ø	1
ade To Date	<u>98</u>	10/23/2013	Ms.	Ali		/	1

- 5. Find that user's credentials and log in as them.
- 6. Click Grade Approval.

School At Schools					
Search By Beled a Field •	Demo Scho	ool ESW			
Value	Students	Intervention	Grade Approval	Attendance	Assessment
.Ge	115	30	2	109	2
Other Information	Assigned	Need Tasks	Requests	Truancies	Alerts

- 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.

Back					Studer	nt Approval						
Organization: Demo Scho	IN ESW	Start Date:	End Date:	🗇 Filter: Usemane	💌 ryan		92					
						1 - 2	of 2 •					
Pending (0)		Course Code	Course Name			Grade Type	Last Name	First Name	Username	Approved	Approved Grade	Remove
			Amorican Mistory Burt 1	Competency Rosed		Total	Test	RyanStudent	ryan.student	2013-03-18	0	н
<ul> <li>Approved (2)</li> </ul>		CBDEMOCP.55003.A.1	Anicidan History Part 1	compacency passa					ryan.student	2013-09-26	70	
<ul> <li>Approved (2)</li> <li>Rejected (0)</li> </ul>		DEMOLHS.MA002.A.1	Algebra 1 Part 1	competency based		Manual Grade	Test	RyanStudent	ryan.student	2013-09-26	70	

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

Back				Student /	Approval						
rganization: Demo School ESV	( Start Date:	End Date:	🗐 Filter: Usemane	I (yan		ûe.					
					1-1011-			100	1000 ALC: 1		
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Pending (1) Approved (1)	Course Code DEMO.HS.MA002.A.1	Course Name Algebra 1 Part 1	Grade Type Manual Grade	Last Name Test	First Name RyanStudent	Username ryan.student	Requested 2013-09-26	Percentage <u>70</u>	Comment Test	Approve 2	Roje X

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

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E	<u>=dit</u>	<u>Filter</u>	<u>Search</u> 1 -	<u>Dow</u> 1 of 1	nload <u>Cho</u>	ose Fields	Le	egend	Items to b	e Graded	Daily Ot	uiz Review	Exam	Mv Ite	m			
a	Ľ	Last-First		•	Username	▲ ID		<u>Total</u> 1100.0	▲ <u>Non-R</u> 1100.0	▲ <u>U1L1</u> 10.0	▲ <u>U1L2</u> 10.0	▲ <u>U1L3</u> 10.0	▲ <u>U1L4</u> 10.0	▲ <u>U1L5</u> 50.0		<u>U1L6</u> 10.0	▲ <u>U1L7</u> 10.0	
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13. Click the pending approval icon.

Grad	Approval	3			
2013	Grade Type: Total Requested By: O'test, Pittsburgh*DemoTeacl Comments. Delete Request Cancel	er <u>1.HS.MA002.A.1</u>			. (e) <b>L. C.</b>
Edit	Filter Search Download Choose Fi	ds Legend Items to	be Graded	w Exam My	Item
z	Last-First 🔺 Username 🔺 ID	▲ <u>Total</u> ▲ <u>Non-R</u> 1100.0 1100.0	U1L1         U1L2         U1L3           10.0         10.0         10.0	▲ <u>U1L4</u> ▲ <u>L</u> 10.0 5	JILS         UIL6         UIL7         Image: Constraint of the second
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14. Click Delete Request.

15. Log out.