Grades Workflow

This is how to use the Grades Workflow in MAUI.

1) On the Grade Administration page, click Grades Workflow link.

2) You will receive the following screen. You can use the selection filters to narrow your list, then click Refresh.
   - Please note: The University ID field is to look for a specific student’s grade change(s). Instructions for using this field contained later in this document.

3) Click View link for desired course.
4) You will receive the following screen. The Associated Document(s) window contains the grade list; you can use the scroll bar on right of screen to view complete list. On this panel, you can:

A. Assign
B. Approve and go to next
C. Reject
D. Skip and go to the next
A. **Assign Example**

1) Add **Comments** (optional)
2) Select assignee from **Assign to** drop down list, or enter hawkid manually.
3) Click **Assign**.

4) You will receive the following message, and the screen will advance to the next slip in your basket.

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B. **Approve and go to next Example**

1) Add **Comments** (optional)
2) Click **Approve and go to next**.

3) You will receive the following message, and the screen will advance to the next slip in your basket.
C. Reject Example

1) Add **Comments** (this is **NOT** optional)
2) Click **Reject**.

3) You will return to the **Grade Workflow Dashboard**.
   - Select **Rejected** in the **Slip status** drop down list, to view rejected slips. The **Status** column will display **Withdrawn**.

D. Skip and go to next Example

1) Click **Skip and go to next**, and the screen will advance to the next slip in your basket.
Grades Workflow (cont.)

Grade Change Activity Example

1) Enter the University ID number, and click Refresh.
   ➢ Please note - You can use the selection filters to narrow your search.

Grade Change Activity Example

2) You will see the grade change activity for the student.
   ➢ Please note – This will display only grade change activity completed in MAUI.