Grade Administration

This panel contains information regarding using the Grade Administration Dashboard. You can also view information regarding using grading screens as an Instructor.

The Grade Administration Dashboard contains links to perform grades-related tasks:

- **Course Grades** - view Course Roster, Attend List, Midterm List, and Final List.
- **Course Grade Change** - submit a grade change after the final grade has been posted to the student's permanent record.

The following business rules are now being enforced in MAUI:

1. Academic units (departments, colleges) will no longer have the option of bypassing Departmental Executive Officer (DEO) approval when submitting final grades for courses in their academic unit. The "DEO Approval Required for Final Grade" box cannot be unchecked.
2. In workflow for submitting final grades or grade changes, the same person will not be able to perform multiple actions when an action goes into workflow.
   - The person who submits a section's final grades (instructor, instructor delegate, team teacher, course supervisor) will not be allowed to approve them as the DEO or DEO delegate.
   - The person who submits a grade change will not be allowed to approve it as the DEO or DEO delegate, or as the Collegiate Grades Approver.
   - The person who provides DEO approval for a grade change will not be allowed to approve it as the Collegiate Grades Approver.

Note - If you have DEO rights, you will also see the Grades Workflow link.

Note - **Cross-referenced courses**: Class rosters and all versions of the class list display students alphabetically, and indicate the department and course number of their registration.

**Frequently Asked Questions**

**Tips and Tricks**

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### Grade Administration

**Summary**

<table>
<thead>
<tr>
<th>Session</th>
<th>Total</th>
<th>Attendance</th>
<th>Midterm</th>
<th>Unsubmitted Final</th>
<th>Submitted Final</th>
<th>Approved Final</th>
<th>Official Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter 2012</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>1</td>
<td>44</td>
<td>0</td>
</tr>
<tr>
<td>Spring 2013</td>
<td>7323</td>
<td>0</td>
<td>0</td>
<td>7323</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Grading Cycle Dates**

<table>
<thead>
<tr>
<th>Session</th>
<th>Attendance</th>
<th>Midterm Grades</th>
<th>Final Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2013</td>
<td>02/05/2013 - 02/21/2013</td>
<td>03/07/2013 - 03/28/2013</td>
<td>05/08/2013 - 05/22/2013</td>
</tr>
<tr>
<td>Summer 2013 - 3 Week</td>
<td></td>
<td></td>
<td>05/29/2013 - 06/12/2013</td>
</tr>
<tr>
<td>Summer 2013 - 6 Week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer 2013 - 8 Week</td>
<td>06/25/2013 - 07/08/2013</td>
<td></td>
<td>07/24/2013 - 08/07/2013</td>
</tr>
</tbody>
</table>

**Course Grade Management**

- **Course Grades**
- **Course Grade Change**
- **Grade Administration Help**

**Workflow Administration**

- **Grades Workflow**

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Top