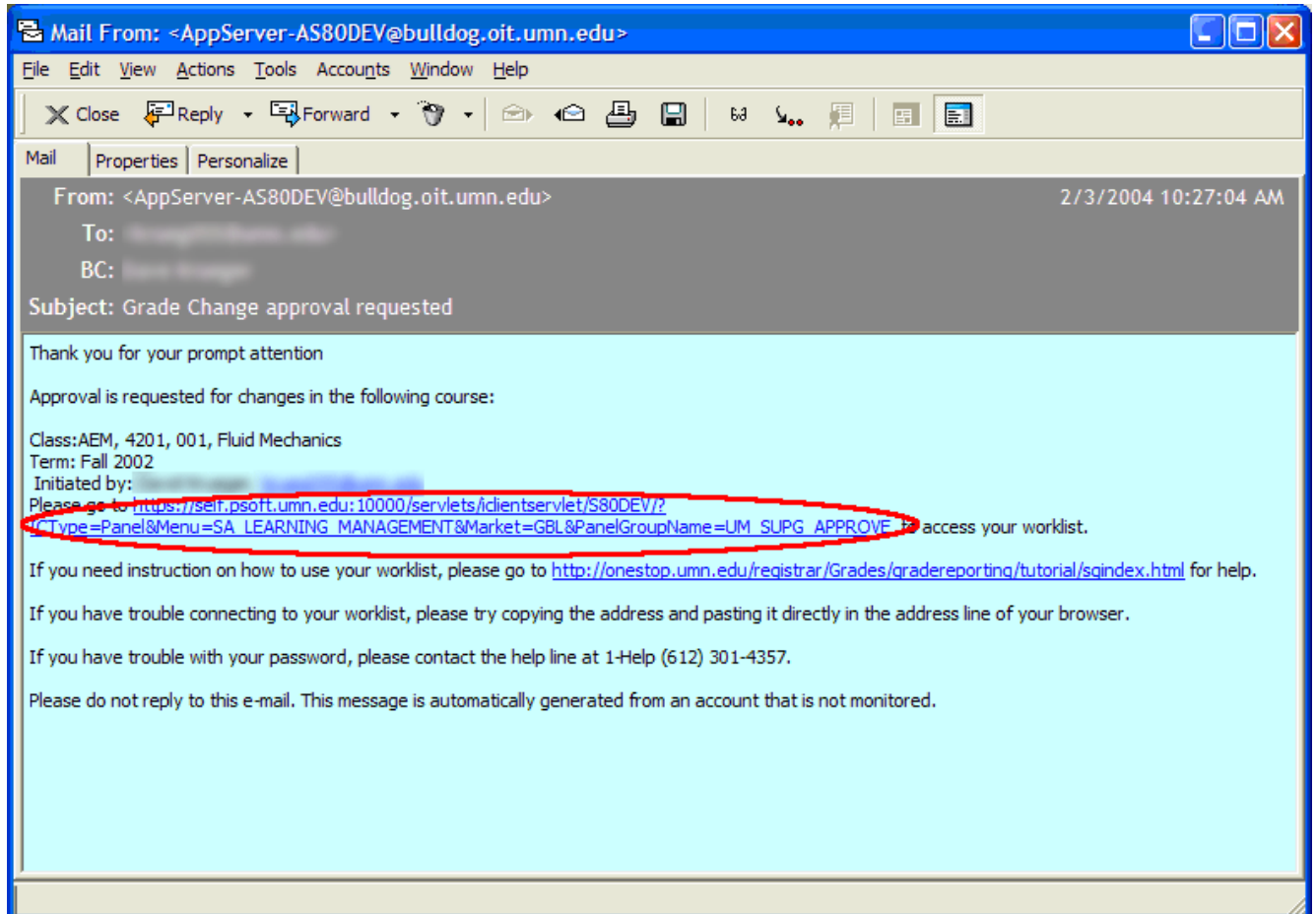


If you encounter any problems with the Supplemental Grades system, please contact the Student Records Training Team at 612-625-2803 or [techteam@sossgw.stu.umn.edu](mailto:techteam@sossgw.stu.umn.edu).

**Step 1:** If you are listed as an approver for grade changes, you will receive the following email informing you that a change has been submitted. The email also contains a link to the approval page. You must click on this link.



Clicking on the link in the email will open a page showing a list of classes with changes requiring approval.

## Supplemental Grade Approval

### Find an Existing Value

Term:

[Basic Search](#)

### Search Results


[View All](#)

First  1 of 1  Last

Term	Class Nbr	Academic Institution	Short Description	Subject Area	Catalog Nbr	Class Section	Description
1029	11672	UMNTC	Fall 2002	AEM	4201	001	Fluid Mechanics

**Step 2:** Clicking on a class will open that class in the supplemental grades approval page. The approval page will show only students whose grade changes require approval.

Grade Approval



## SUPPLEMENTAL GRADES APPROVAL

**INSTRUCTIONS:**

Below are grade changes that are waiting for approval. Use the drop down box in the "Approved?" column to choose to approve or deny the request. If the initiator of the grade change entered comments, a box will appear under "Initiator Comments" that will link you to those remarks. As the approver, you may also create new comments through the comments field. For more information, please go to the tutorial. When you have completed your work for this class, push the submit button. Remember to push the "Mark Worked" button on your task list to remove this item from your work list.

AEM 4201 Section: 001 Univ of Minnesota, Twin Cities  
 Fluid Mechanics Fall 2002  
 Class Nbr: 11672 [Select a Different Class](#) Regular Academic Session


[Valid Grades](#)

EmpID	Name	Prior Grade	New Grade	Grading Basis	Initiator Comments	Grade Date	Units Taken	Student Career	Grade Entered By:	Action Date
		C-	B-	A-F	<a href="#">Initiator Comments</a>	01/02/2003	4.00	Undergrad		02/03/2004 10:26:49

[Submit](#)

**Step 3:** You must select Approved or Denied and you may choose to enter a comment. Comments are not required.

Grade Approval



## SUPPLEMENTAL GRADES APPROVAL

**INSTRUCTIONS:**

Below are grade changes that are waiting for approval. Use the drop down box in the "Approved?" column to choose to approve or deny the request. If the initiator of the grade change entered comments, a box will appear under "Initiator Comments" that will link you to those remarks. As the approver, you may also create new comments through the comments field. For more information, please go to the tutorial. When you have completed your work for this class, push the submit button. Remember to push the "Mark Worked" button on your task list to remove this item from your work list.

AEM 4201 Section: 001 Univ of Minnesota, Twin Cities  
 Fluid Mechanics Fall 2002  
 Class Nbr: 11672 [Select a Different Class](#) Regular Academic Session

[Valid Grades](#)

EmpID	Name	Prior Grade	New Grade	Grading Basis	Initiator Comments	Grade Date	Units Taken	Student Career	Grade Entered By:	Action Date	Approved?	Other Comments (Max)
		C-	B-	A-F	<a href="#">Initiator Comments</a>	01/02/2003	4.00	Undergrad		02/03/2004 10:26:49AM	Approved	Change approved

[Submit](#)

**Step 4:** After approving or denying the grade change, click on the Submit button.



## SUPPLEMENTAL GRADES APPROVAL

### INSTRUCTIONS:

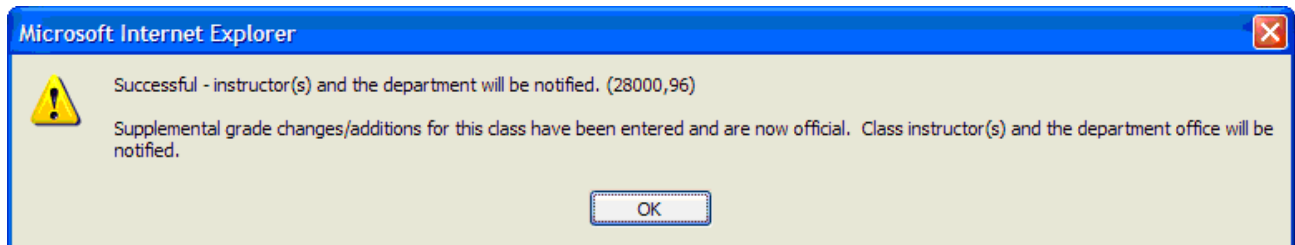
Below are grade changes that are waiting for approval. Use the drop down box in the "Approved?" column to choose to approve or deny the request. If the initiator of the grade change entered comments, a box will appear under "Initiator Comments" that will link you to those remarks. As the approver, you may also create new comments through the comments field. For more information, please go to the tutorial. When you have completed your work for this class, push the submit button. Remember to push the "Mark Worked" button on your task list to remove this item from your work list.

AEM 4201 Section: 001 Univ of Minnesota, Twin Cities  
 Fluid Mechanics Fall 2002  
 Class Nbr: 11672 [Select a Different Class](#) Regular Academic Session

[Valid Grades](#)

EmpID	Name	Prior Grade	New Grade	Grading Basis	Initiator Comments	Grade Date	Units Taken	Student Career	Grade Entered By:	Action DateTime	Approved?	Other Comments (Max.
		C-	B-	A-F	<a href="#">Initiator Comments</a>	01/02/2003	4.00	Undergrad		02/03/2004 10:26:49AM	Approved	Change approved

**Step 5:** After clicking Submit, you will receive the following message. Click OK.



**Step 6:** Repeat the previous steps if there are more grades awaiting approval. If you are done, you may log out of the system.

## Supplemental Grade Approval

### Find an Existing Value

Term:

[Basic Search](#)

No matching values were found.