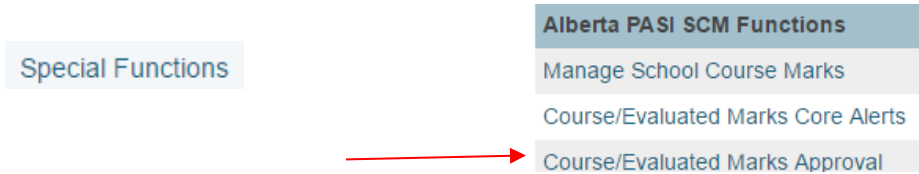


APPROVING MARKS

All Course Marks and Evaluated Marks require approval before appearing on a student’s DAR

APPROVAL PROCESS:

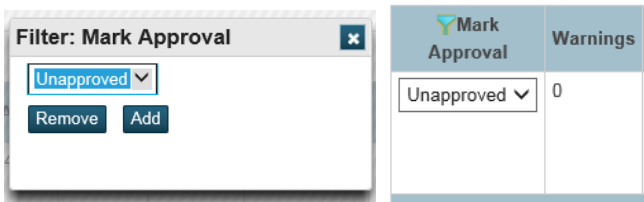
1. From the navigation menu, choose **Special Functions > Course/Evaluated Mark Approval**



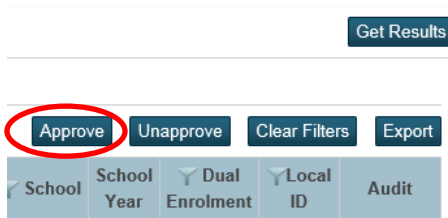
2. Select the applicable item from the dropdown menu Course Enrolments or Evaluated Marks, then under Mark Approval choose Unapproved, you can even input a term if you like and select **Get Results**

School Item Mark Approval Term

3. Filter the Mark Approval column for Unapproved status. Click on **Add**.



4. Review the course and mark details and click to **Approve** all marks. Marks can also be approved individually. If you choose Approve all marks it will approve marks on this page only.



NOTE you can change the number of records to approve at one time by going to the bottom the page and changing the records to view to be more than the 50 that is the default – NOTE it is suggested to not go higher than 500 records as sometimes this causes timing issues.

