


GRADES: Releasing the Final Grade

At the end of the term, you will release the final grade to your students. This is only done when you are certain there will be no more changes to student grades.

To access the Final Grades page

From the **Enter Grades** screen, click the **Enter Grades** icon  in the **Final Grades** column.

To release final grades to ALL students

Click  **Release All** located near the top of the screen.


To release final grades to INDIVIDUAL students

Check the box to the right of the student's name in the Release Calculated Final Grade or Release Adjusted Final Grade column. **Note:** This depends on the option that you selected in Calculation Options.



Click **Save** to save your changes.

Note 1: If you have made adjustments to any student's final grade, you must choose to release the Adjusted Final Grade. Otherwise students with adjusted grades will be unable to see their grade.

Note 2: The option for using the Adjusted or Calculated Final Grade can be changed at any time during the semester by going to **Grades Settings** and then  **Calculation Options**.

