

Grading Charm - Traditional

Verify that all grades are correct for each student, once they are complete. Click "Final Grade Status" at the bottom of the page. If you have information regarding your grades that you want the office to know, enter that information in the box. Check the box that says your grades are final and then hit save.

T1 Final Grade Status

T1 Final Grades are Complete

Comment

I have one student, Joe Smith, that moved and did not get a grade.

Characters Left: 134

Save

Grading Charm - Comment Verification

Follow the same procedure for comments. On this page, check to see that each student comment is listed as you want. Click "Final Grade Status" at the bottom of the page. If you have information regarding your grades that you want the office to know, enter that information in the box. Check the box that says your grades are final and then hit save.

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Save