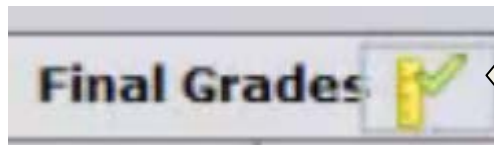




Finalized Grades

In this tutorial we will learn how to finalize grades.

Step 1. Tool Bar for Finalized Grades



1A. To do this click on the ruler icon in the final grade category.



1B. A new screen will appear displaying users and their final calculated grade. At the top of the screen you will see a row of buttons

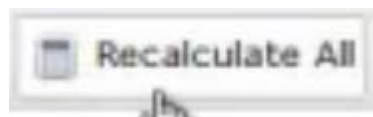


1C. The first one is the event log.

This allows you to see what actions have taken place.

Note that the following four buttons pertain to actions that cannot be undone.

Regarding the recalculate all button, suppose your class did not perform well on a grade item and you want to exclude this item and adjust the final grade accordingly.



1D. To do this, click on the recalculate all button and choose only the items that will be included to the final adjusted grade.

This action will overwrite the Final Adjusted Grade for ALL 3 users. Are you sure you want to continue and save all changes, including any other unsaved changes on the page?

This action cannot be undone.

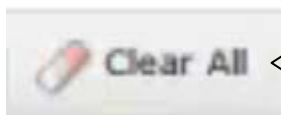
Note that when you do this, a warning message will pop up saying the action will overwrite the final adjusted grade for all users.

Since you have excluded a grade item, both the received score and total score will be adjusted.

Final Calculated Grade		Final Adjusted Grade	
Grade	Scheme	Grade	Scheme
232 / 260	89.23 %	<input type="text" value="220"/> / <input type="text" value="240"/>	A
224 / 260	86.15 %	<input type="text" value="214"/> / <input type="text" value="240"/>	B
240 / 260	92.31 %	<input type="text" value="226"/> / <input type="text" value="240"/>	A



1E. The next button is the transfer all button and this will transfer the final calculated grade to the final adjusted grade for all users. This button can be used when you don't plan to exclude any grade items from the calculation or round a student's final score.



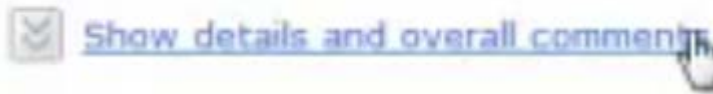
1F. The next button will clear the final adjusted grade for all users.



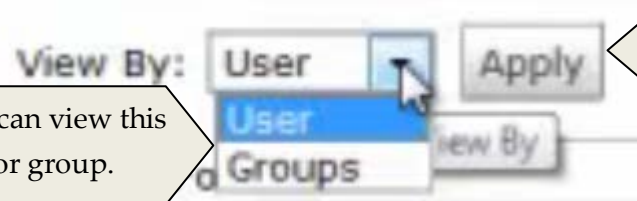
1G. The final button will release the final adjusted grade for all users.

Step 2. Searching for Students

Final Grade

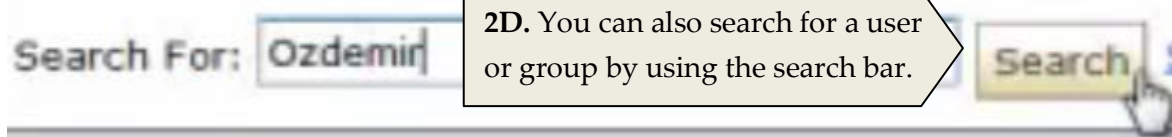


2A. You can view details and comments about the final grades by clicking the pull down arrow.



2C. Once you have chosen how to view the page click apply.

2B. Next you can view this page by user or group.

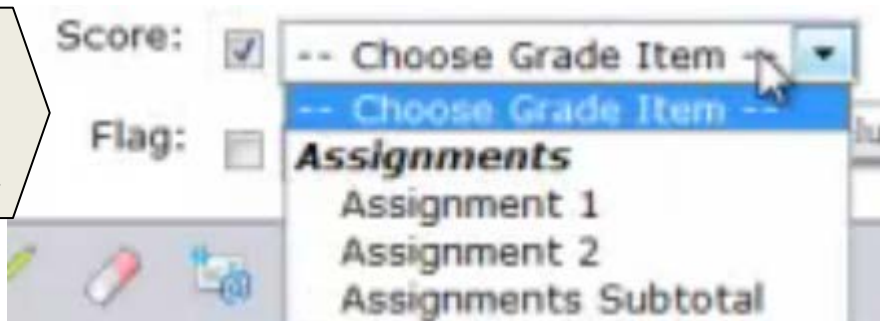


2D. You can also search for a user or group by using the search bar.

2E. To modify the search options click the blue link next to the search button.



2F. You will be able to search by first name, last name, org defined id, or username.



2G. You can also look for a specific score or flag.

You can use this when you have a big class and need to find particular students.

Step 3. Final Grade Display Box

The gray box that follows is where the final grades are displayed.

First Name ▲, Last Name
Daniel, Andrus
Stephen, Klopfenstein
Student, Ozdemir

3A. You will see the first and last name of the students in your class. You may also see their student ID and username.

You will see their final calculated and adjusted grade, the scheme used, comments, a checkbox, and event log.

First Name ▲, Last Name	Final Calculated Grade		Final Adjusted Grade		Comments	Release Final Adjusted Grade	Event Log
	Grade	Scheme	Grade	Scheme			
<input type="checkbox"/> Daniel, Andrus	232 / 260	89.23 %	<input type="text"/> / <input type="text"/>	-		<input type="checkbox"/>	
<input type="checkbox"/> Stephen, Klopfenstein	224 / 260	86.15 %	<input type="text"/> / <input type="text"/>	-		<input type="checkbox"/>	
<input type="checkbox"/> Student, Ozdemir	240 / 260	92.31 %	<input type="text"/> / <input type="text"/>	-		<input type="checkbox"/>	

3B. To input the final adjusted grade enter the desired score in the box.

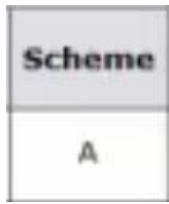
Grade	Scheme
<input type="text" value="234"/> / <input type="text" value="260"/>	<input type="text"/>

3C. If you want to transfer the final calculated grade to the final adjusted then click the green transfer arrow.

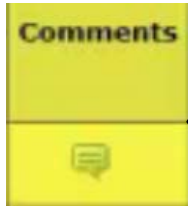
Unlike the transfer all button at the top of the page, this green arrow will only transfer the information of that particular student.

Grade
<input type="text" value="234"/> / <input type="text" value="260"/>

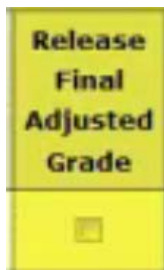
3D. You can also enter a final adjusted grade by clicking the calculator icon and deciding which items' grades to include in the final adjusted grade.



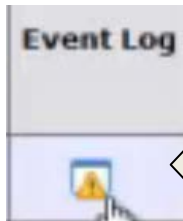
3E. The next column displays the grade scheme code.



3F. You can add comments for the student by clicking the icon in the comments column.



3G. In the next column you can check the checkbox to release the final adjusted grade of the student. If you do not check this box, your students will not see their final grade. You can also uncheck this box to retract the released final adjusted grade.



3H. Lastly you can check the student's event log by clicking on the icon in the respective column.

Step 4. Ruler, Eraser, Email, and Release Icons



4A. At the top and bottom of the gray box you will see four icons, a ruler, eraser, email, and release



4B. To use these icons you first need to select a student by clicking the checkbox by their name.



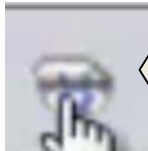
4C. The ruler icon will allow you to enter an adjusted grade for the selected students.



4D. The eraser icon will erase the final adjusted grade.



4E. Next you can email the selected student.



4F. The final icon will check the release adjusted grade box for the student.



4G. To finalize grades click save.

In this tutorial we learned how to finalize grades.