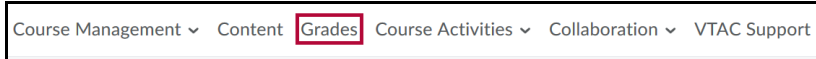# Use Adjusted Final Grade

Last Modified on 03/11/2021 10:04 am CST

Use Adjusted Final Grade.
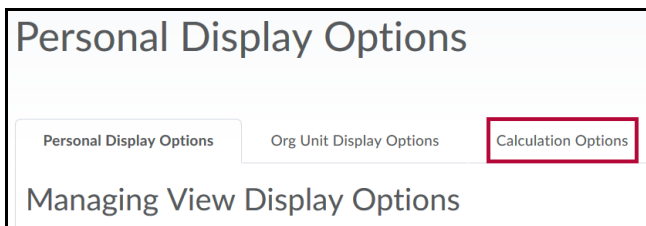
1. Click **Grades** from the Navbar.

   Course Management ⌄   Content   Grades   Course Activities ⌄   Collaboration ⌄   VTAC Support

2. Click **Settings** from the top right of the screen.

   ⚙ Settings   ❓ Help
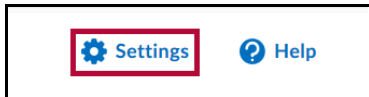
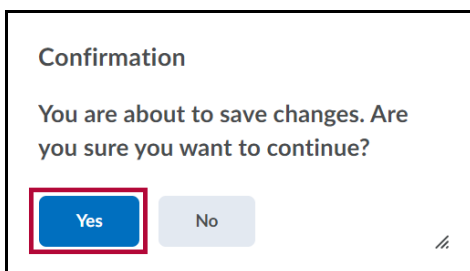3. Click the **Calculation Options** tab towards the top of the screen.

   Personal Display Options

   Personal Display Options   Org Unit Display Options   Calculation Options

   Managing View Display Options

4. In the area labeled "Final Grade Released", choose the option to Release:**Adjusted Final Grade**.

   Final Grade Released

   Release

   ◯ Calculated Final Grade ❓

   ⦿ Adjusted Final Grade ❓ ⬅

   ☐ Automatically release final grade ❓
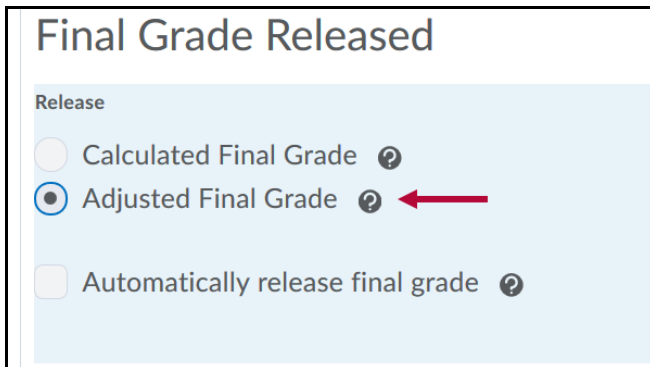
5. Scroll to the bottom of the page and click**Save.**

   Save   Close

6. A new window will appear asking for confirmation on saving changes. Click**Yes**.
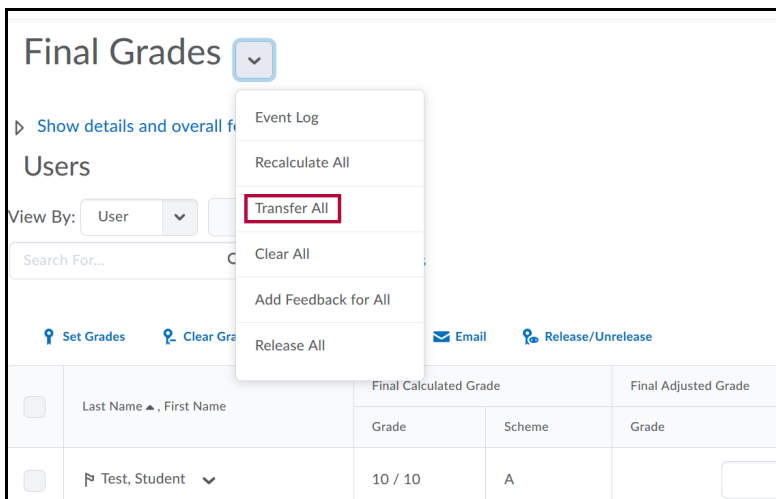
   Confirmation

   You are about to save changes. Are you sure you want to continue?

   Yes   No

Adjust the grades.

1. Click on **Grades** from the navigation bar.

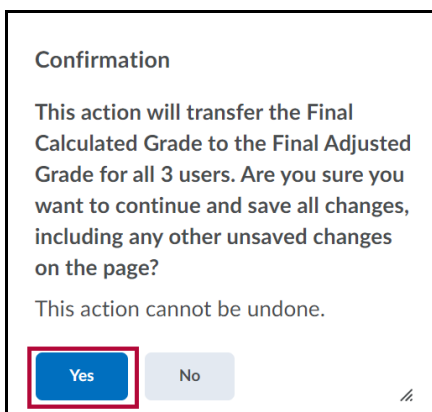Course Management ∨   Content   Grades   Course Activities ∨   Collaboration ∨   VTAC Support

2. Locate the **Final Adjusted Grade** column beneath the Final Grades Column. Click the dropdown arrow and click **Enter Grades**.

Final Adjusted Grade ∨

Edit

Enter Grades

View Statistics

View Event Log
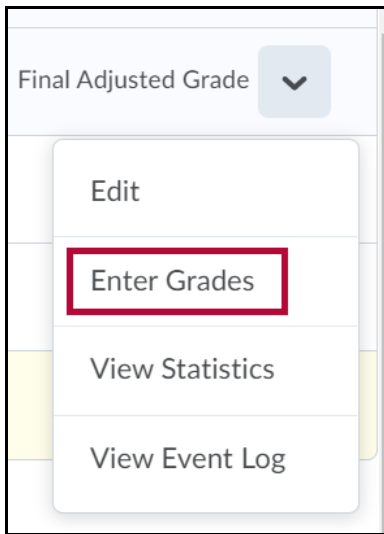
3. A list of all student's final calculated grades will appear. Located near the top of the screen, click the drop-down arrow next to "Final Grades" and then select **Transfer All.** The calculated scores will populate the adjusted score fields.

Final Grades ∨

Event Log

▷ Show details and overall fe

Recalculate All

Users

Transfer All

View By: User   ∨

Clear All

Search For...   C

Add Feedback for All

📍 Set Grades   📍 Clear Gra   Release All   ✉ Email   📍 Release/Unrelease

	Last Name ▲ , First Name	Final Calculated Grade		Final Adjusted Grade
		Grade	Scheme	Grade
☐	🏳 Test, Student ∨	10 / 10	A	

4. A new confirmation window will appear. Click **Yes**.

Confirmation

This action will transfer the Final Calculated Grade to 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.

Yes   No

5. Click **Save** and then **Yes** in the confirmation window to save the changes that have been completed thus
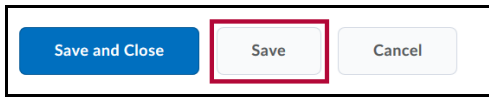
far.

6. Modify scores as desired, such as rounding up, entering 0 for students who never submitted any assignments, etc.

7. Click the **Save and Close** button when finished.