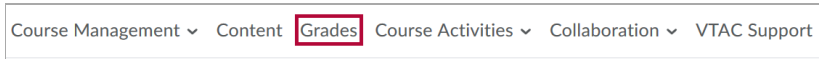


Use Adjusted Final Grade

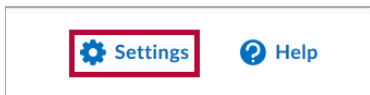
Last Modified on 12/01/2025 2:58 pm CST

Use Adjusted Final Grade

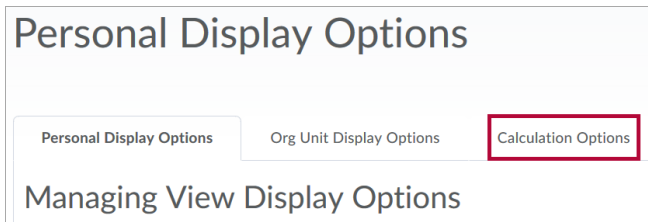
1. Click **[Grades]** from the Navbar.



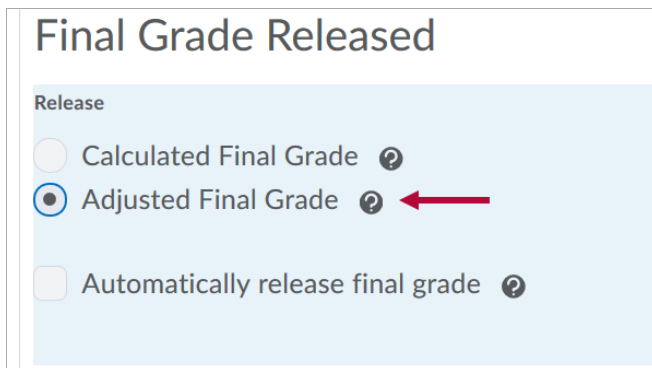
2. Click **[Settings]** from the top right of the screen.



3. Click the **[Calculation Options]** tab towards the top of the screen.



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



5. Scroll to the bottom of the page and click **[Save]**.



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

- Click on **[Grades]** from the navigation bar.

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

- 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

- 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 ▾

Show details and overall for

Users

View By: User ▾

Search For...

Set Grades

Clear Grades

Event Log

Recalculate All

Transfer All

Clear All

Add Feedback for All

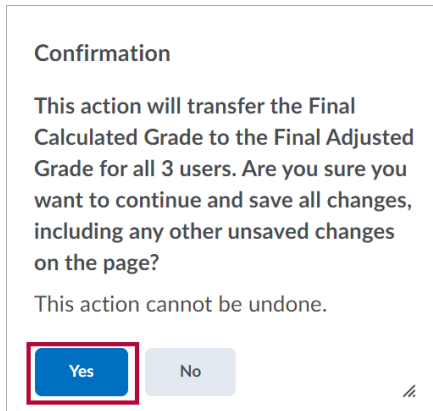
Release All

Email

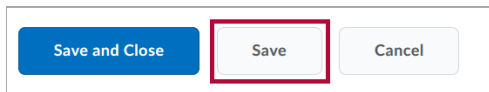
Release/Unrelease

		Final Calculated Grade		Final Adjusted Grade
		Grade	Scheme	Grade
<input type="checkbox"/>	Last Name ▲, First Name			
<input type="checkbox"/>	Test, Student ▾	10 / 10	A	

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



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.