

Use Final Adjusted Grade

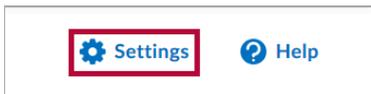
Last Modified on 02/20/2026 4:42 pm CST

Use Final Adjusted Grade

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



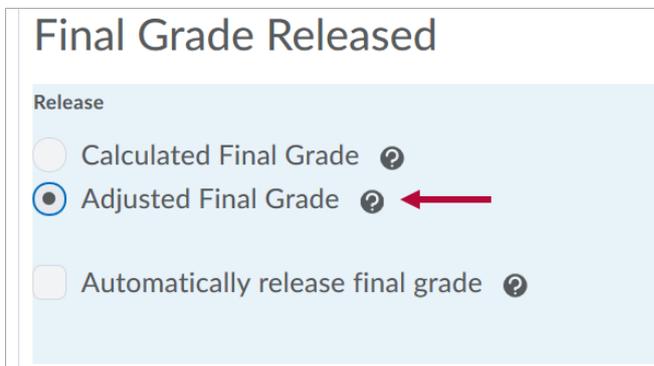
2. Click **[Settings]** from the top right of the screen.



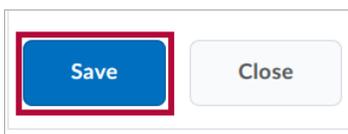
3. Click the **[Calculation Options]** tab towards the top of the screen.



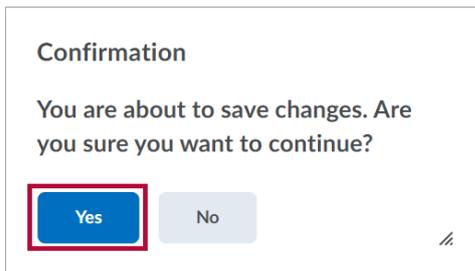
4. In the area labeled **Final Grade Released**, choose the option to Release: **[Adjusted Final Grade]**.



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]**.

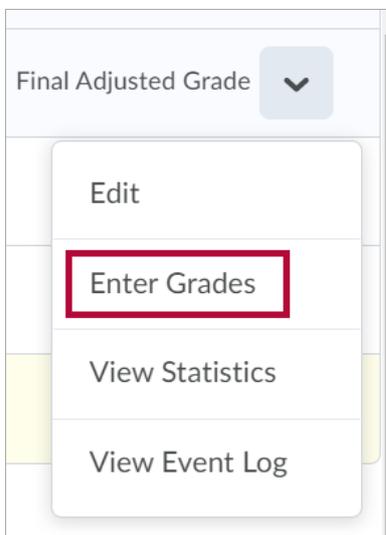


Adjust the grades

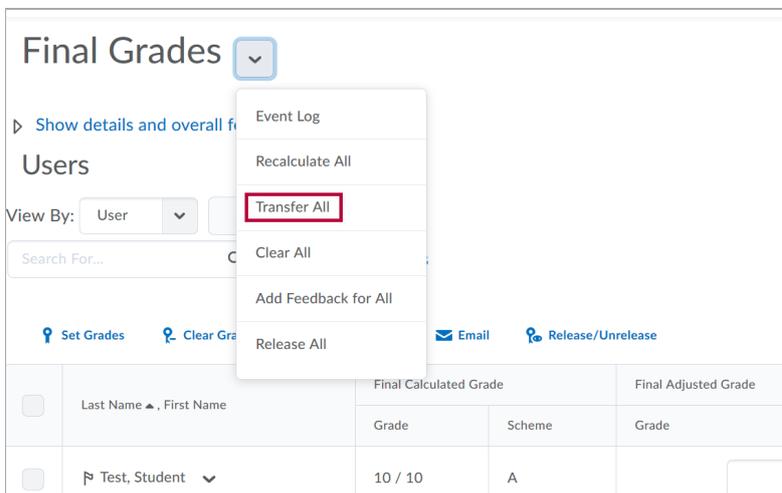
1. Click on **[Grades]** from the navigation bar.



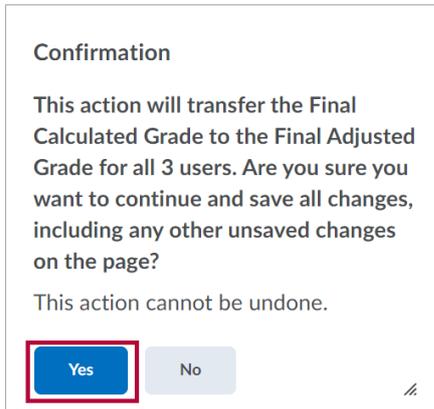
2. Locate the **[Final Adjusted Grade]** column beneath the Final Grades Column. Click the dropdown arrow and click **[Enter Grades]**.



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.



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.