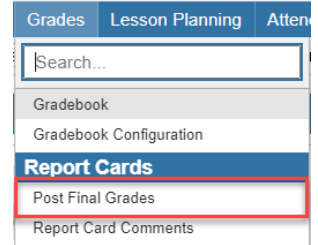


Posting Final Grades – Teachers (Post-Secondary)

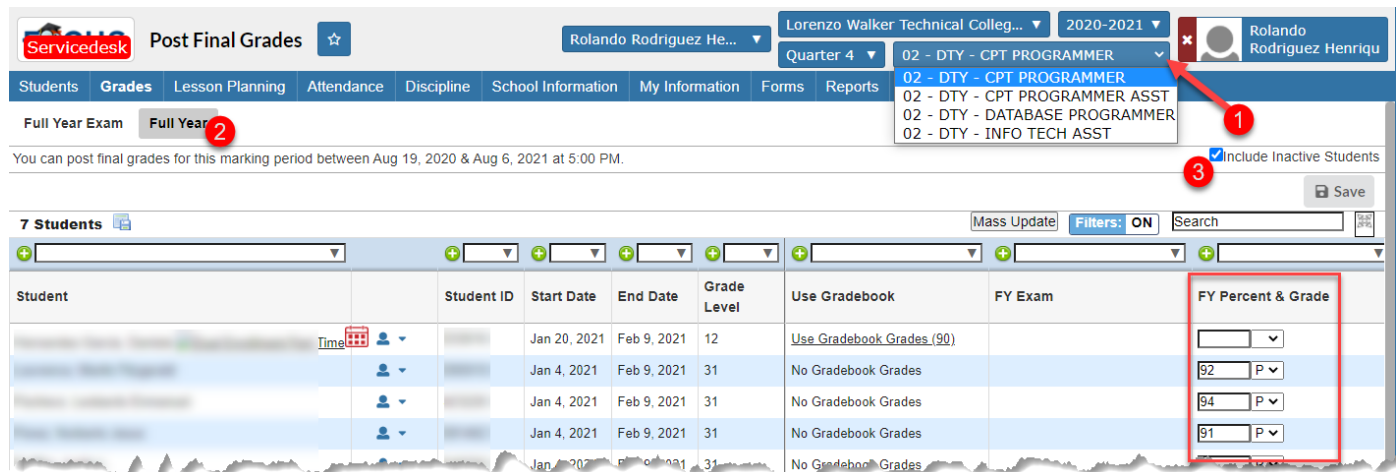
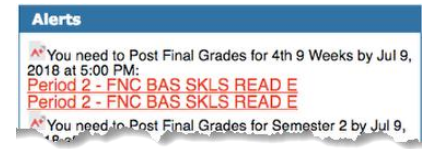
The Post Final Grades module allows teachers to post final grades for exams, quarters, semesters, or years, as required per marking period. Post-Secondary will only post grades for Full Year marking period. Grades can be entered manually or pulled from the Gradebook.

1. Select the correct course section from the course pull-down in the upper right corner of the screen.
2. Click the Grades tab.
3. Select Post Final Grades.



Note: You also have the option to click the Portal alert. Clicking the Portal alert will open the posting window for the selected course.

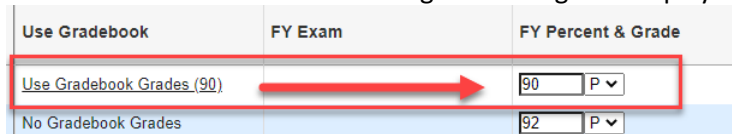
4. The Post Final Grades screen will display listing students who are actively enrolled in the selected course.
5. If you need to post grades for inactive students, select the Include inactive students check box.
6. Click the Full Year tab along the top of the upper left portion of screen. You will only enter grades under the Full Year grading period.



7. Enter the final grade in the FY Percent & Grade column.

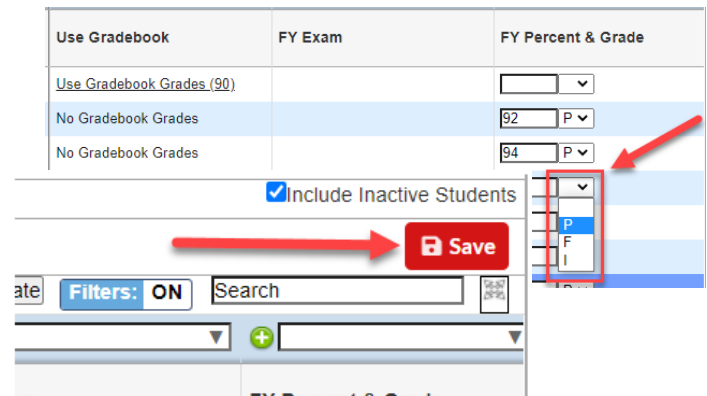
Entering Grades Using Use Gradebook Grades

Click the Use Gradebook Grades link to post grades automatically for individual students in the course. This will populate the FY Grade & Percent column with the gradebook grade displayed.



Manually Enter Grades

Enter the percent or select the letter grade from the pull-down in the FY Percent & Grade column. Note: When you enter a percent in the FY Percent column, it will automatically populate the grade column.



8. Click Save once you have finished entering grades.