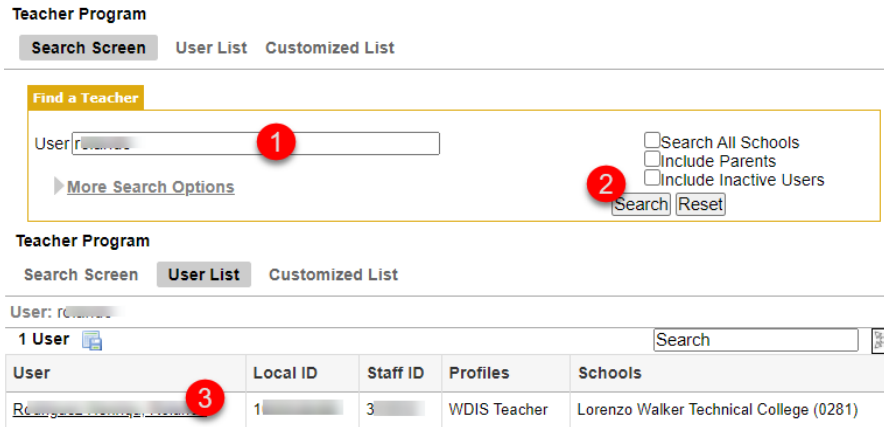
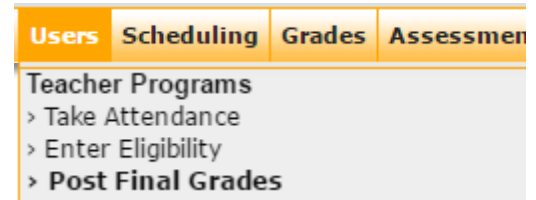


Posting Final Grades for Absent Teachers (Post-Secondary)

In the event a teacher is absent or for some other reason is unable to post their own grades, the Teacher Completion Report can be used to post grades for the teacher.

To post grades for a Teacher:

1. Click the Users Tab.
2. Select Post Final Grades.
3. Enter the teachers last or first name in the User field.
4. Click Search.
5. Select the teacher from the list.



6. the post final grades window will display.
7. Use the Course pull-down under "Post Final Grades-Teacher Program" to select the course.
8. You can enter grades via "Use Gradebook Grades" or by entering them manually.
9. Once you have finished entering grades, Click the Save button.
10. Choose another course from the pull-down if applicable and repeat the above steps.

