1) Open your course and navigate to the ‘Gradebook’ page.

2) Select the ‘Submit your Grades’ link.

3) Make sure the tab for ‘Final Grades’ is visible and selected.

4) You should see a list of students, a current letter grade (pre-filled from the Gradebook) and the date they last attended class (pre-filled from the Attendance recorded by you).

   From this screen, if necessary, you may use the drop down menus to change a student’s grade. You may also update attendance data, if needed, by selecting the calendar image next to the last date of attendance.

   Note: Instructors have the option of submitting final grades for individual students or the class as a whole by clicking the boxes in the first column.

5) When all information is accurate, press the ‘Submit Selected Grades’ button.

6) If you selected individual students (as in the example provided), the image (shown below) will verify which students’ grades have been successfully submitted and which have not.
SUBMITTING FINAL GRADES

7) You will also be able to discern if any changes have been made in the data for students whose grades were submitted previously (see yellow warning signal and look for yellow highlighted fields).

8) If necessary, you may re-submit a student’s grade as long as the grading period is open. After the grading period has closed, contact the Registrar’s Office for assistance.

Any questions or comments regarding this tutorial should be directed to the Online Campus @ online@neosho.edu