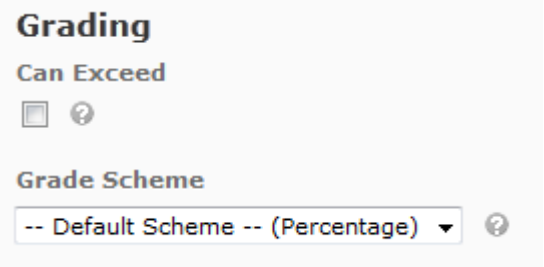
Working with the Final Grade

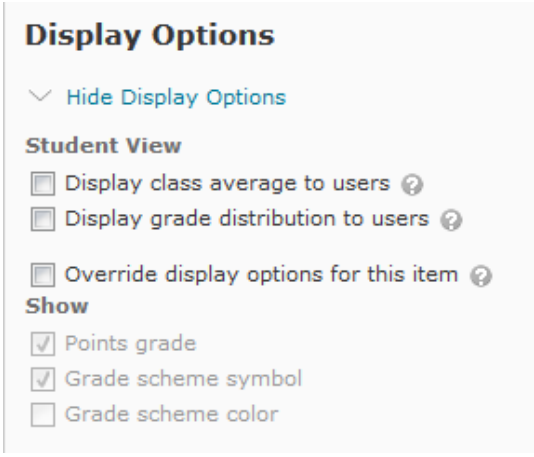
Setting Final Grade Properties

Final grade properties determine how the Final Grade item displays in the Grades List. The properties only need to be set *once* each semester.

1. On the Course Home Page navigation bar, click the **Grades** link.
2. Click **Manage Grades** to access the **Manage Grades** area, if it's not set as the default view. The **Grade Items List** appears.
3. In the **Grade Item** column, click **Final Adjusted Grade**. The "Edit Adjusted Final Grade" page appears with the **Properties** tab selected.
4. For extra credit or bonus items causing final grade to exceed total points (or 100%), go to the grading section and select **Can Exceed**.
5. From the **Grade Scheme** drop-down menu, select the desired grade scheme.



6. To make statistics visible to students in the **Display Options** section, go to **Student View** and select the desired option(s).

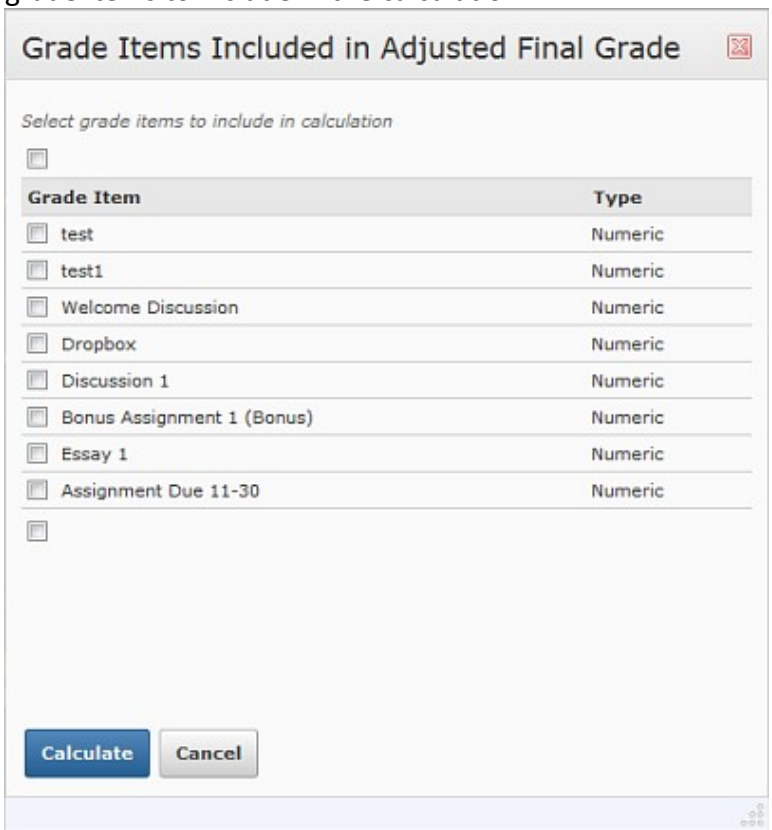


7. Click on the **Save** or **Save and Close** button to save the changes.

Recalculating the Final Grade

These steps need to be performed each time grade items are updated so that the Final Grade will reflect those changes.

1. On the Course Home page navigation bar, click the **Grades** link.
2. Click **Enter Grades** to access the **Enter Grades** area, if it's not set as the default view.
3. In the grade items section, click on the drop-down menu next to **Final Calculated Grade** and select **Grade All.**
4. To recalculate an individual student, click on the calculator in the **Grade** column next to their name. To recalculate all students, click on the drop-down menu next to **Final Grades** at the top of the page and select **Recalculate All**.
5. The "Grade Items Included in Calculated Final Grade" dialog box appears. Select the grade items to include in the calculation.



6. Click on the **Calculate** button. A confirmation dialog box appears.
7. Click on the **Yes** button to calculate the grades.