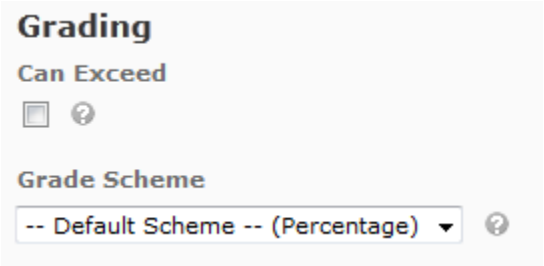
Working with the Final Grade

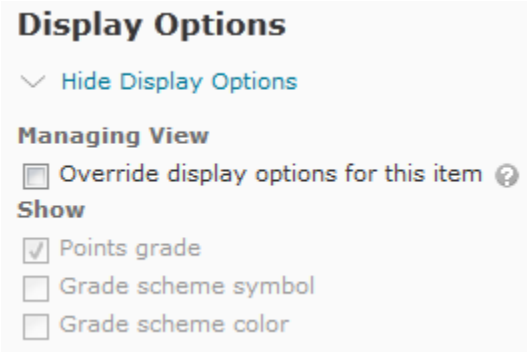
Setting Final Grade Properties

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

1. On the Course Home page navigation bar, click on the **Grades** link. The **User List** pane appears.
2. In the **Grades Area** widget, click on the **Manage Grades**. The **Grades List** appears.
3. In the **Grade Item** column, click **Final Adjusted Grade**. The "Edit Adjusted Final Grade" pane 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** pull-down menu, select the desired grade scheme.
6. To make statistics visible to students in the **Display Options** section, go to **Submission View** and select the desired option(s).

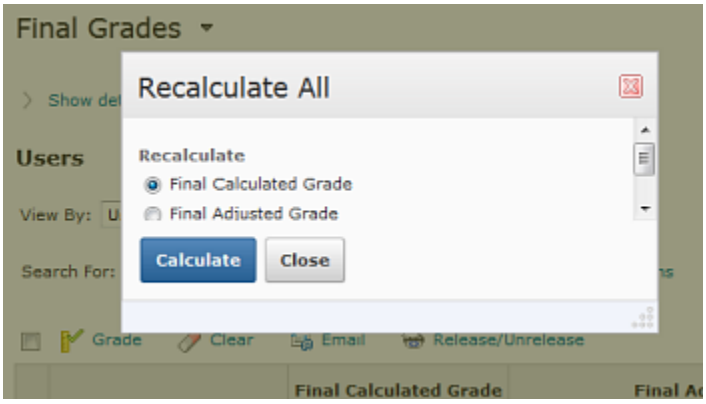


7. Click on the **Save** button. The changes are saved.

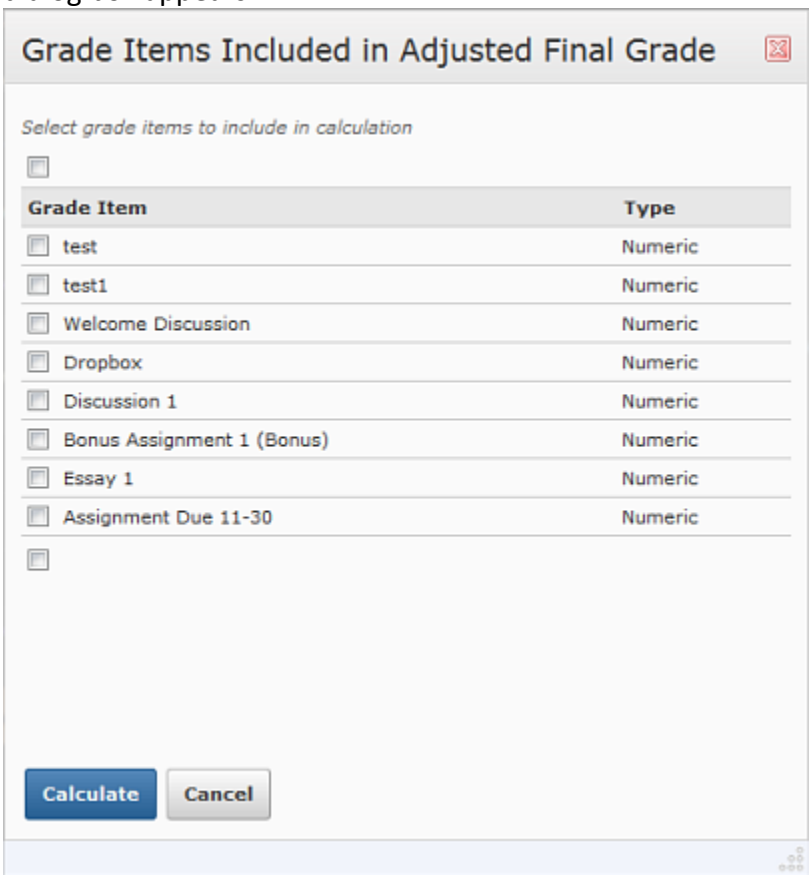
Recalculating the Final Grade

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. The User List pane appears.
2. In the grade items section, click on the drop-down menu next to **Final Calculated Grade** and select **Grade All**
3. 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**.



4. Select the recalculated grade type.
5. Click on the **Calculate** button. The "Grade Items Included in Calculated Final Grade" dialog box appears.



6. Click on the **Calculate** button. A confirmation dialog box appears.
7. Click on the **Yes** button. The grades are recalculated.