Adjusting Final Grades

The Final Calculated Grade column of the Gradebook is where Brightspace calculates the final grade for each student in your course. You cannot manually adjust any grades in this column. If you want to manually adjust a grade for one or several of your students, you need to use the **Adjusted Final Grades** column.

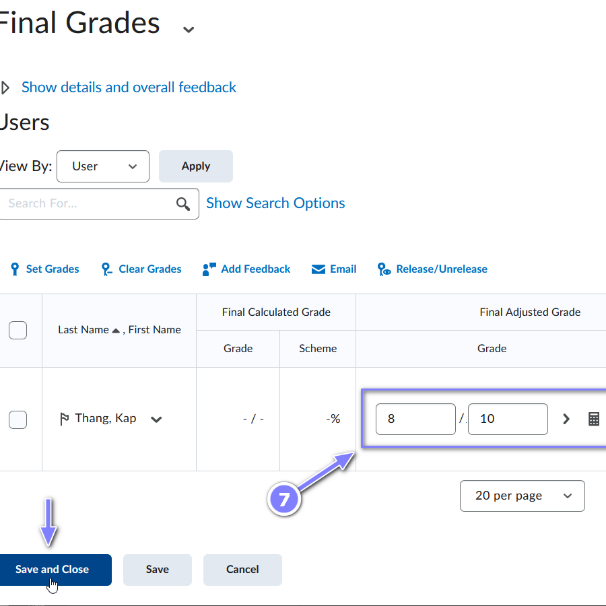
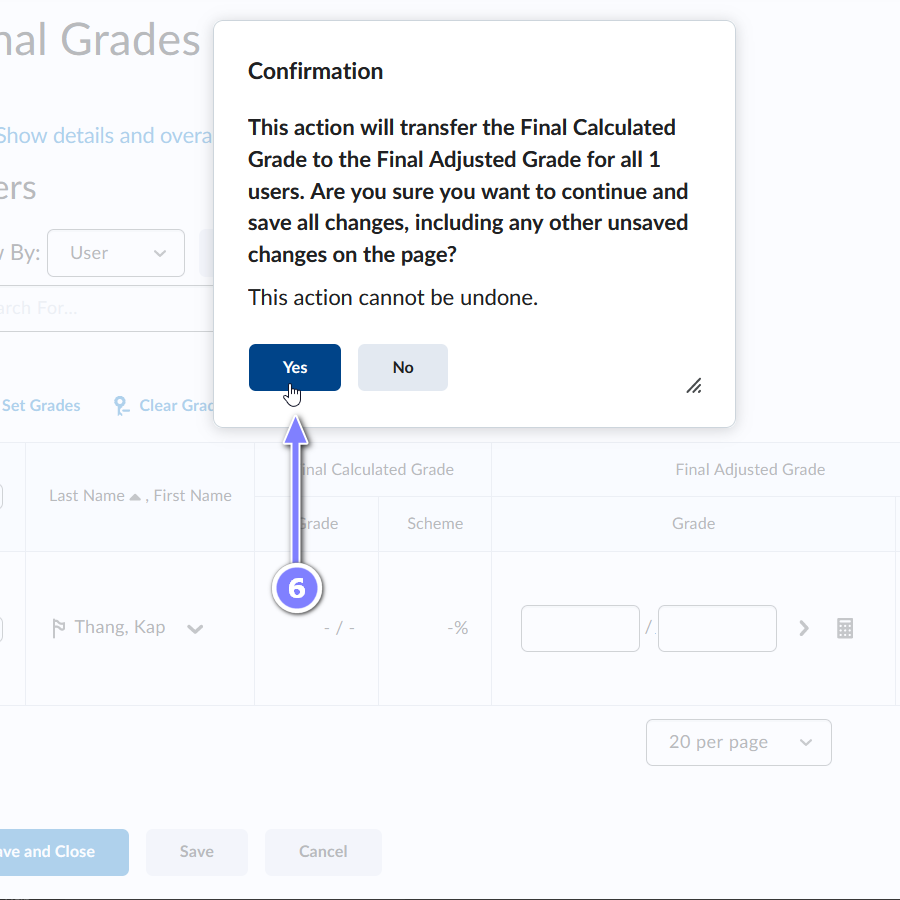
**WARNING: You must include final grades for ALL students in the Adjusted Final Grades column, whether you are adjusting one or all of the students’ grades. The most efficient way to do this is to ask the system to transfer all the grades from the Final Calculated Grade column to the Adjusted Final Grade column by the steps below. Once that is done, you can adjust the final grades for whichever student(s) you want.**

# **Adjust final grades**

1. In the **Grades** tool, select the **Enter Grades** tab.
2. Click the drop-down arrow beside **Final Calculated Grade**.
3. Select **Enter Grades**.
4. At the top of that page, beside the **Final Grades** title, click on the drop-down arrow.
5. Select **Transfer All** to transfer all grades from the **Final Grades** column to the **Final Adjusted Grade** column of your Grade Book.

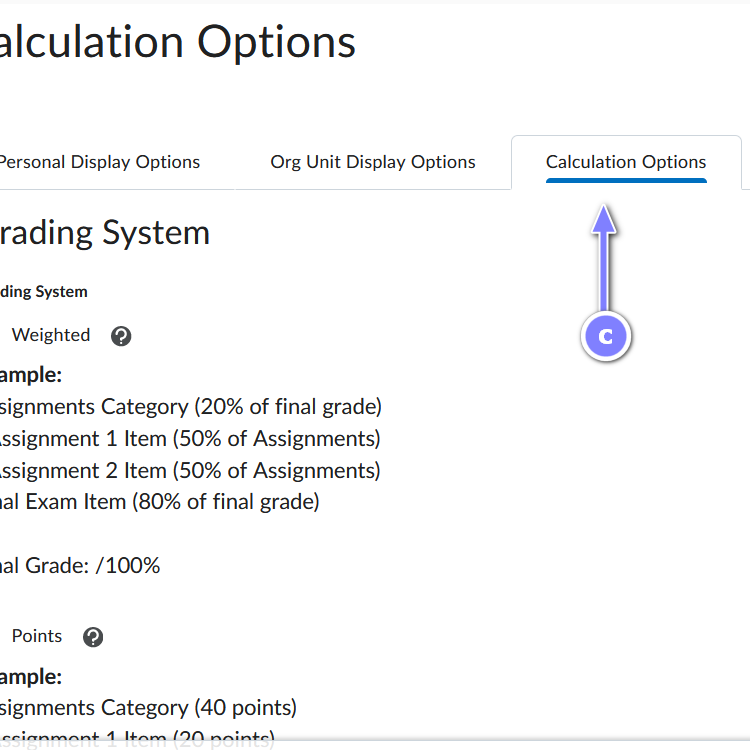
arrow 1 pointing to enter grades button
arrow 2 pointing to chevron of final calculated grade column
arrow 3 pointing to enter grades option in dropdown menuarrow 4 pointing to chevron of final grades
arrow 5 pointing to transfer all option of dropdown menu

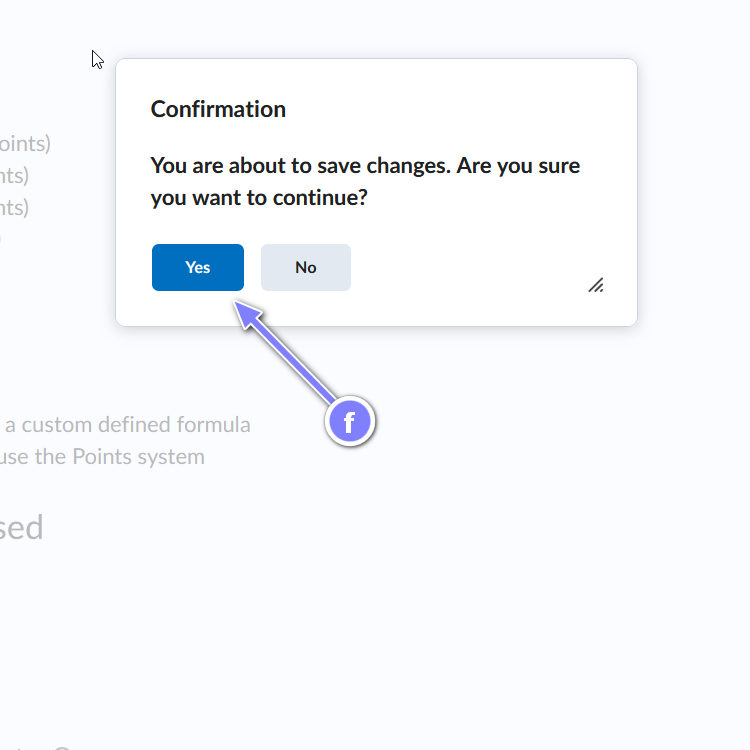
1. A confirmation dialogue box will appear. (**Note:** transferring grades will override any grades previously entered in the Final Adjusted Grades column). Click **Yes**.
2. Make changes to any of the grades in the **Final Adjusted Grade** column.



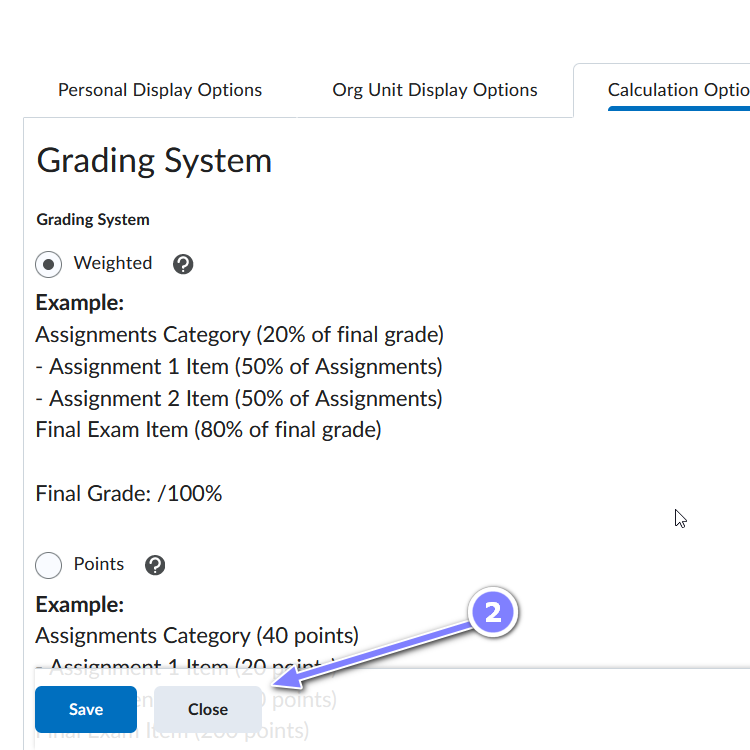
# **Release Adjusted Final Grades to your students**

1. Check that the **Adjusted Final Grade** is selected as the grade for release.
   1. Click the **Enter Grades** tab.
   2. Click on the **Settings** gear icon in the top right.
   3. Select the **Calculation Options** tab.
   4. Under **Final Grade Released**, ensure **Adjusted Final Grade** is selected.
   5. Select the **Save** button at the bottom of the page.
   6. Select **Yes** in the dialogue box that pops up.

arrow a pointing to enter grades
arrow b pointing to settings button

arrow d pointing to adjusted final grade radio option
arrow e pointing to the save button

1. Select the **Close** button.
2. Select **Enter Grades**.
3. Click on the drop-down arrow beside **Adjusted Final Grade**.
4. Select **Enter Grades**, once more.

arrow 3 pointing to the enter grades button
arrow 4 pointing to the chevron of final adjusted grade column
arrow 5 pointing to enter grades in the dropdown menu

1. Place a check in the box to the left of the **Last Name** column title to select all the students’ names. (If not all the students in your class appear on the screen, you will need to repeat steps 6 & 7 for each page of students.)
2. Select **Release/Unrelease**. All the boxes under the **Release** column will now have checkmarks in them.
3. Select **Save and Close** and then **Yes** in the pop-up box. Each student will now have a grade and an open eye icon in the **Final Adjusted Grade** column in the Grade Book.

arrow 6 pointing to the checkbox of all students
arrow 7 pointing to release/unrelease button
arrow 8 pointing to the save and close button
