

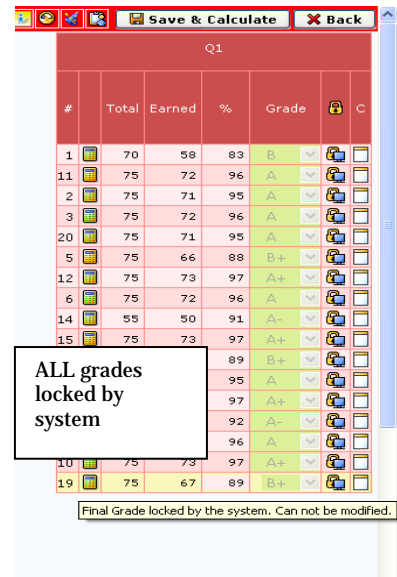
Grades in the Gradebook are real-time as you proceed through the marking period. There is no need to 'submit' your grades for report cards but there are a few things you need to do to be sure that your final grades are accurate *before* report cards are printed. Follow these steps:

Before the cut-off date/time

- Enter grades and comments:
 - Enter all assignments and individual grades; be sure that assignment due dates are within the marking period dates or they will not be included
 - Verify that assignments are counting toward the overall grade as you intended (see **Checking Final Grades** help sheet)
 - Add Comments as desired – click the page icon to the right of the final grade column in the Gradebook. Comments can be chosen from the predefined list or you can add your own.
- Verify Final Grades:
 - Open the **Final Grade Verification Report** from the icon on the Lumen desktop
 - Set the **School Year** and check the appropriate **Marking Period(s)**
 - Select **your name** from the Instructor dropdown list
 - Select **Active** students
 - Click **Run Report**
 - Review each student in each class for accuracy of grades and comments. If corrections need to be made, make them in the Gradebook and then rerun the report.

After the cut-off date/time

- A “system locked” icon will display next to final grades in the grade book and you will not be able to make changes
- If a grade needs to be changed at a later time, send an email to the office with the student’s name, class, period, original grade and new grade



#	Total	Earned	%	Grade	🔒	C
1	70	58	83	B	🔒	
11	75	72	96	A	🔒	
2	75	71	95	A	🔒	
3	75	72	96	A	🔒	
20	75	71	95	A	🔒	
5	75	66	88	B+	🔒	
12	75	73	97	A+	🔒	
6	75	72	96	A	🔒	
14	55	50	91	A-	🔒	
15	75	73	97	A+	🔒	
			89	B+	🔒	
			95	A	🔒	
			97	A+	🔒	
			92	A-	🔒	
			96	A	🔒	
10	75	73	97	A+	🔒	
19	75	67	89	B+	🔒	

ALL grades locked by system

Final Grade locked by the system. Can not be modified.