

Quick Start Guide to: Submitting your Final Grades

Step 1: Ensure that each student has received a grade for every grade item/assignment. For more information about entering grades in the gradebook, visit our help pages at: <http://help.d2l.arizona.edu/GBKGrade>.

Step 2: Ensure your gradebook settings are set to automatically keep final grades updated. Details on how to ensure this setting is enabled can be found on our help pages at: <http://help.d2l.arizona.edu/GBKFinGrade>.

Step 3: Transfer the **Final Calculated Grade** column to the **Final Adjusted Grade** column. The Final Adjusted Grade column allows you to adjust each student's final grade and is the grade that is imported into UAccess Grade Roster. More information about adjusting final grades can be found on our help pages at: <http://help.d2l.arizona.edu/GBKXfer#A>

Step 4: If you would like your students to be able to view their Final Adjusted Grade in D2L, you will need to release it to them. Directions on releasing the Final Adjusted Grade can be found on our help pages at: <http://help.d2l.arizona.edu/GBKReleaseFin>

Step 5: Import your D2L grades into UAccess Grade Roster. Directions on how to do this can be found on our help pages at: <http://help.d2l.arizona.edu/GBKImport2GR#A>