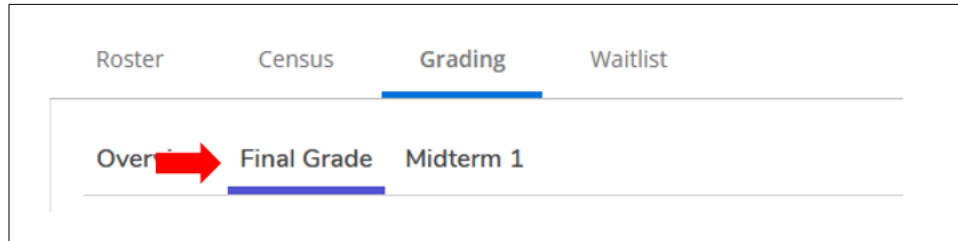# Final Grade Process

1. Log in to myKish.
2. Click on Faculty - Instructor Links and Resources Card (You may have to scroll down to click DISCOVER MORE to locate card).
3. Click on Self-Service: Grades, Roster, Midterm, Attendance.
4. Select the Course to be graded.

5. Click Grading.
6. Click Final Grade.

7. Use the dropdown box to select the grades for each student.
   - If an F is entered, supply a date that the student either stopped attending or last submitted an assignment. This date should be no earlier than the midterm census date.
   - If a student is auditing the class, an AU grade will be pre-populated.
   - Cross-listed sections: Only one section of grades is necessary, grades will populate in all sections.

8. You have completed the final grade entry.
9. Submit your final gradebook backup information to the division office. This should be your downloaded gradebook from D2L (or another source) showing all students and all grades received on assignments during the semester, as well as their final grades. Label the spreadsheet/gradebook clearly with Semester, Course, Sections, and instructor name (SU22 SOC-200-3001.Jones). See page 2 for instructions on Exporting Grades.

   NOTE: If Change of Grade is needed after grade verification is complete, visit myKish, in Faculty- Instructor Links and Resources card, click on "Request Grade Changes". An updated grade backup will need to be submitted to your Office of Instruction administrative assistant.

How to Manage, Adjust, Release, and Export Final Grades

Just a reminder that there are three things all instructors are required to do with the **Grades** tool at the end of the semester.

1. **Manage Final Grades** The Final Grades page lists the calculated/adjusted final grade for each student in your grade book. Instructors should ensure these grades are accurate before releasing them to the students. See the Managing grades and grade items documentation for step-by-step instructions.

2. **Adjust and Release Final Grades** The Final Grades page is unreleased to students by default and for it to be visible to students an instructor must release it. See the Release a final grade documentation for step-by-step instructions.

3. **Exporting Grades** At the end of a semester it is required that instructors submit a copy of their grade book to their division office. To obtain a copy of the Grades tool from Brightspace, an instructor must export the data to an Excel spreadsheet file. See the Exporting Grades documentation for step-by-step instructions.