Posting Final Grades

REMINDERS:
Did you recheck that all assignments are in the correct grading periods?
Did you recheck that the **Max. Score** and **Points Possible** are correct for each assignment?
Did you verify that **Term Weighting** has the desired percentages?
If you use weighted categories, is there an appropriate distribution of assignments in the categories?

1. To post final grades, click on **Report Card** and select **Students**
2. Select class from the drop-down.
3. Click **Edit Final Grades and Comments** to change Report Card/Exam/Semester grades and add comments.
4. Click **Post** to submit all three grades to Synergy. (The Post button will only appear during the posting window)

Optional
5. Click on **student's name** for a summary report of grades.
6. Click on **student's grade** to see summary information.
7. Uncheck **Posting Periods** to see all reporting periods from the semester.