

Quick Guide: Final Grades Submission Process

In Gradebook

Click on **Prepare Grades for SSO**

In the Final Grades Tool

Click on **Import Gradebook**

Click on **DNS (Must Attempt)**

Assign any *Must attempt* rules and click **Calculate** to apply these.

Click on **Must Score**

Assign any *Must score* rules and click **Calculate** to apply these.

Click on **Course Summary**

This can be printed out and taken to the Examiner's Office.

Click on **Grading Scheme**

If incorrect go to Settings and enable the correct grading scheme.

Click on **Checklist**

Review checklist and unmute assignments if required.

Click **Submit**