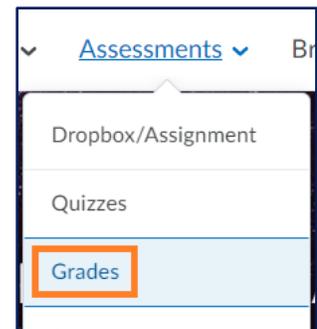
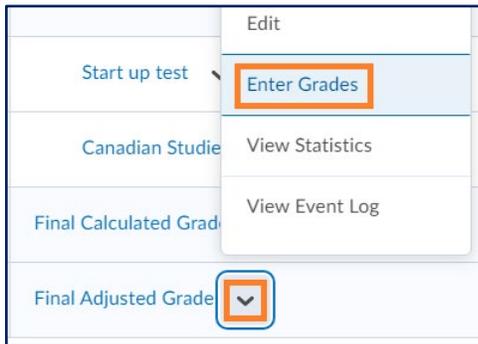


*Final Adjusted Grade* is a grade item that is available in the *Grades* page in all courses. At Bow Valley College, this item is reserved for the final course grade that will be automatically transferred to College's Student Information System (SIS). Student transcripts are issued based on the grades stored in the SIS. Therefore, it is important that you **enter grades in this field at the end of the term when overall course grades are finalized**.

To enter *Final Adjusted Grades*, follow the instruction below.

1. In the course, navigate to the *Grades* page by clicking on *Assessments > Grades*.
2. Click on the context menu of the *Final Adjusted Grade* and choose the *Enter Grades* option from the popup menu.



This opens the *Final Grades* page, which provides a list of all learners, their *Final Calculated Grades*, and empty fields for you to enter their *Final Adjusted Grade*.

3. Click on the transfer arrow to copy a learner's *Final Calculated Grade* to their *Final Adjusted Grade* field.

| Last Name ▲, First Name | Final Calculated Grade |        | Final Adjusted Grade                                       |        | Feedback                           | Released                              |
|-------------------------|------------------------|--------|--|--------|------------------------------------|---------------------------------------|
|                         | Grade                  | Scheme | Grade  | Scheme |                                    |                                       |
| Kim Carolina ▼          | 82 / 100               | B+     | <input type="text"/> / <input type="text"/> <sup>3</sup> > | -      | No feedback provided. <sup>4</sup> | <sup>5</sup> <input type="checkbox"/> |

Note the following:

- Though you may see multiple decimal points in the transferred grade, learners will only see the number of decimal points that the grade book is set to show.

- Brightspace will round the rest of decimal points. For example, when the number of decimal points to display is set to 0, any value between 82.00 and 82.49 appears as 82, and any value between 82.50 and 82.99 appears as 83.
- If you wish to adjust a grade (increase or decrease), you can do it by manually making the change in the *Final Adjusted Grade*.
 


- If the denominator of a copied grade is less than 100, there is at least one ungraded item for that student. You must check learners' grades and enter a value for every item before entering their *Final Adjusted Grade*.

- If you make any manual adjustments to a grade and need to note the reason, or want to provide general feedback to learners, use the feedback icon to do so.
- If you want learners to be able to view their final grade, ensure that the box in the *Released* column is checked.

| Feedback  | Released                      |
|---|-------------------------------|
| No feedback provided.<br>4  | 5<br><input type="checkbox"/> |

**Repeat steps 3, 4, and 5 for every learner in this list.**

- Click the *Save and Close* button.

Save and Close
Save
Cancel

This will take you to the *Enter Grades* page.

Grades in the *Final Adjusted Grade* column will be transferred to the SIS the next time the automated system process is scheduled to run.

The open eye icon next to the *Final Adjusted Grade* indicates that the learner can view their final grade.

| Final Grades             |  |
|--------------------------|--|
| Final Calculated Grade ▼ | Final Adjusted Grade ▼   |
| 82 / 100, B+             | 82 / 100, B+  |

Once the transfer of grades to the SIS is complete, the system will send you a confirmation email with the names of learners and grades that have been transferred for them.

*Final Adjusted Grade* is transferred to the SIS only once. Any subsequent changes to *Final Adjusted Grade* in Brightspace will not be reflected in the SIS. To make changes to final grades in the SIS, a completed [Department Official Grade Change Form](#) should be sent from your School to the Office of Registrar and Enrollment Services (ORES) to be processed.