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5. After entering all student grades, select **Save**.

★ Note that this is telling you that you have 22 students and the first 20 are displaying. Be sure to enter ALL grades.

6. After all grades are entered and saved, review them for accuracy.

Return to Display Options. Keep the Grade Roster Type as Final Grade, but check the box for **Display Unassigned Roster Grade Only**. This will show you any students you may have missed grading

Display Options

Display Unassigned Roster Grade Only

*Grade Roster Type Final Grade

Grade Roster Action

*Approval Status Not Reviewed

Save

Note: Changing **Approval Status** before grades are saved will cause all grades to be lost. You must save grades before approving them.

7. In the **Grade Roster Action** section, choose Approved from the drop-down menu.

8. Select **Save**.

Note: Once the grades are saved in Approved status, you will need to contact changes.