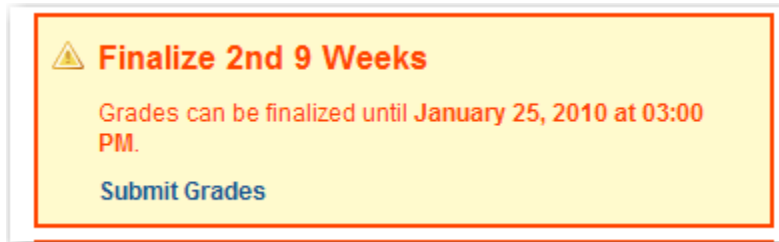


LiveGrades Final Grade Submission

You will be presented with a notification of the cut-off date for Final Submission 10 days in advance of that date. This notification will appear on the homepage of each of your classes. It will be **orange** in color.



There will be a notification for every set of grades that are due. For example, at the end of the semester, you will need to submit grading period grades, semester grades, and semester exams where applicable.

When you click on the "Submit Grades" link, you will be taken to the Finalize screen. This is where you can enter Comment codes (limit of 2), or uncheck the "Complete" box for those students who are getting an "Incomplete" for the grading period.

Grade	Complete	Comment 1	Co
84.96% B	<input checked="" type="checkbox"/>	None	N
77.43% C	<input checked="" type="checkbox"/>	None	N
103.98% A	<input checked="" type="checkbox"/>	None	N
90.31% A	<input checked="" type="checkbox"/>	None	N
57.87% F	<input checked="" type="checkbox"/>	None	N
91.48% A	<input checked="" type="checkbox"/>	None	N
103.54% A	<input checked="" type="checkbox"/>	None	N
87.61% B	<input checked="" type="checkbox"/>	None	N
96.02% A	<input checked="" type="checkbox"/>	None	N
91.15% A	<input checked="" type="checkbox"/>	None	N

COMMENT

93.01% A	<input checked="" type="checkbox"/>	21 - KEEP UP THE GOOD WORK
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The message below appears on this page to remind you that any changes will have to be made before you finalize grades here. **Read it carefully.**

Carefully review the grades below to ensure they are accurate. If any changes are needed, return to the class and go to the "Grade Adjust." tab to override grades. You may then return to this page to finalize your grades. You may select comment codes for each students which will be uploaded to WVEIS. Once completed and you are ready to submit your grades to WVEIS, at the bottom of the page, click both confirmation boxes agreeing that you want your grades and comments uploaded to WVEIS. Once you click the "Finalize" button, these grades will be sent to WVEIS. You will still be able to edit and change your grade books, but, any changes to the term submitted after this point will also need to be made manually to WVEIS. Note that the "Complete" checkbox next to each student indicates if their grade should be submitted as specified or if it should be sent to WVEIS as "Incomplete". Only un-check this box if a student's grade should be reflected as "Incomplete".

Check the box next to the statement under the class roster on this page to verify that you have reviewed grades and are ready to finalize.

I have reviewed these grades and find them to be accurate.

There is a 2nd check point under this one that you will need to check to clarify that you are ready to submit these grades

I understand that submission of these grades is final.

Finalize

Then you can click on the **Finalize** button. This will submit your grades to LiveGrades, where they will be uploaded to WVEIS. After you have clicked on this Finalize button, all grade changes will need to be made directly in WVEIS. It usually takes about 24 hours for LiveGrades to get the grades uploaded to WVEIS **after the cut-off date**, so you will not have immediate access to viewing grades in WVEIS.

You will know that you have successfully submitted grades if the notification box on the class homepage is **green**.

✔ 2nd 9 Weeks Finalized

This grade was finalized on January 25, 2010.

[View grades](#)

Now you can View what was submitted and print a hard copy if needed.

Research 7.2.1 2nd 9 Weeks Finalized Grades

List of student names and WVEIS #'s.	GRADE	COMMENTS
	B	21 - KEEP UP THE GOOD WORK
	B	—
	A	21 - KEEP UP THE GOOD WORK
	A	21 - KEEP UP THE GOOD WORK
	C	—
	A	21 - KEEP UP THE GOOD WORK
	A	21 - KEEP UP THE GOOD WORK
	A	21 - KEEP UP THE GOOD WORK
	A	21 - KEEP UP THE GOOD WORK
	A	21 - KEEP UP THE GOOD WORK
	A	21 - KEEP UP THE GOOD WORK

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[All Grading Periods](#) [All Classes](#) [Print](#)