

Quick Start Guide To Submit Grades (How to Send Your Grades to WVEIS)

Be sure to finalize your grades by **11:59 PM on October 30th** if you want them submitted to WVEIS through LiveGrades. If you don't finalize before the cut off time, you will have to submit your grades to WVEIS manually. Click on "WVEIS" to finalize your grades.

A few days prior to the end of the grading period, you will see a note on the homepage of each class indicating the timeline for submitting grades

Make sure that the grades in LiveGrades are the grades you want printed on the student's report cards before you proceed to Finalizing grades.

1. Go to the Home Page for each class

Class Information	
Subject:	CMPTR INFO 7
Course Code:	282667
Section Code:	002
Term Schedule:	9 Week Schedule
Period:	1st Period
Grading Scale:	ABCFD
Teachers:	Frank, Virginia Frenzel, Jan

[Update Class](#) [Grade Adjust.](#) [Grid View](#) [WVEIS](#)

2. Look for the **WVEIS** tab and **click to open the Finalize page.**
3. On the next screen you will need to pick the correct grading period for which you wish to Finalize grades. Click on the current grading period.

SUBMIT GRADES TO WVEIS	
Grading Periods	Date Submitted
1st Nine Weeks	
2nd Nine Weeks	
Semester Exam	

The Submit to WVEIS function is used to upload grades at the end of the grading period to WVEIS to be printed on report cards. Once you have completed your grades for the grading period, select the Grading Period to view a list of all of the students and their grades and enter any comments. Your grade books will not be locked and you can still change grades if needed, however you will need to make the changes manually in WVEIS if they change after submitting your grades.

"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"."

4. You can choose a maximum of **two comments** per student. These are the same comments that have always been available on WVEIS.

Comment 1	Comment 2
None	None
None	None
None	None
None	None
None	None
None	None
None	None

5. When all comments are entered, scroll to the bottom of the page. You will see two check boxes.

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

I understand that submission of these grades is final.

6. When you are ready to **Submit** (or send you

grades to WVEIS to be printed on the report card) check the first box and then the second box will become active.

7. Check the second box then the **Submit button** will be active.
8. Next click the **Submit button**.

Once you have Submitted (or sent you grades to WVEIS) you may go back in LiveGrades and change a student's grades. BUT this change in LiveGrades CAN NOT be Submitted or sent to WVEIS again. You will need to submit any grade changes to your WVEIS administrator at your school.

YOU CAN ONLY SUBMIT GRADES ONCE!