

How To Input Final Grades On Behalf Of Teachers

An Administrator can input Final Grades on behalf of a teacher. To perform this task go to Staff >> Teacher Functions >> Input Final Grades. You can search for a teacher or select one from the list. Click on the teacher's name and the grades input screen will open up.

First select the appropriate **Course Section** and the **Marking Period**.

If the teacher has been giving assignments and grading them, then you can click the **Get Gradebook Grades** button. The system will fetch the gradebook grades and calculate it properly based on weightage (if it is configured). You can choose between letter grade or percentage grade by sliding the toggle switch.

You will notice that the **Credit Hour** column is prepopulated and is in editable mode. This means that you can adjust the credit hours for students in a course. There are cases when a teacher does not want to award the full credit hour to a student and for those cases, you can edit the hour.

You can add predefined comments for the course or add custom comments. Once completed, click the **Submit** button to finalize the grades. These grades will show up on the report card and finally on the transcript.



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