

# KODIAK QUICK GUIDE: Calculating Final Grades

## Overview

The Grades tool allows you to enter assignment grades, track a student's progress, and calculate final grades. You can set up your gradebook to calculate final grades based on points or with assignments as percentages of the final grade. Students can access the Grades tool to see all their grades in one place.

Note that final grades calculated or entered in Kodiak are not official. They must be entered in Self-Service or Colleague for them to appear in official Western New England student records.

## How to Access Grades

Grades will need to be active in your class. If **Grades** does not appear in your course navbar, go to **Course Admin, Tools**, and select **Grades**. Once Grades appears in your course navbar, click **Grades** in the navbar.

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Calculating Final Grades

### Calculating Final Grades

The "Final Grades" page lists the Final Calculated Grade for each student. If you did not select "Automatically Keep Final Grades Updated" in the Grades Setup Wizard, you must manually recalculate the final grade. You can also adjust final grades and release them to students, depending on how you choose to set up your gradebook in the Grades Setup Wizard. (See the Setting up Grades Quick Guide for more information.)

1. Click **Grades** in the Course navbar. Then click **Enter Grades**.

2. Click the dropdown arrow next to **Final Calculated Grade** on the main spreadsheet, and then choose **Grade All**. (Figure 1). You will go to the "Final Grades" page.

3. Click the dropdown arrow next to the "Final Grades" title, and then select **Recalculate All** (Figure 2). A pop-up window with a list of grade items will open.

4. Click the box above the list of grade items to select all (Figure 3).

5. Click **Calculate**.

6. Click **Yes** to confirm you want to overwrite the existing calculated final grade.

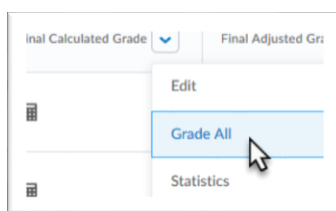


Figure 1

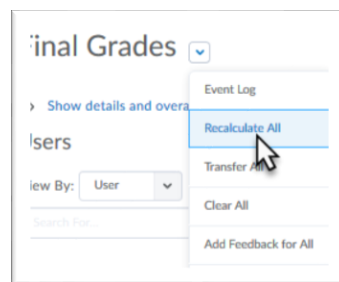


Figure 2

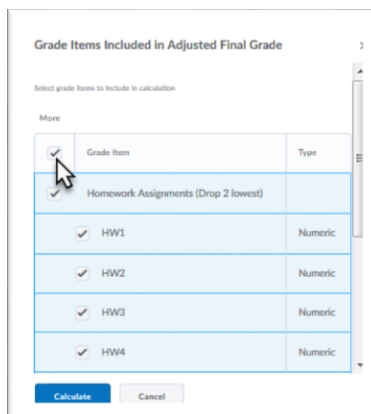
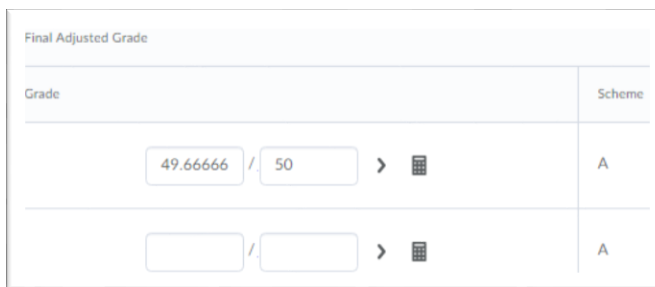


Figure 3

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7. If you are using Final Adjusted Grades, enter the student's final grade in the "Final Adjusted Grade" column:

- If you want to accept the Final Calculated Grade as the student's final grade, click the green transfer icon in the "Final Adjusted Grade" column.
- If you want a student's grade to be different from the Final Calculated Grade, enter a new value in the "Grade" field (Figure 4).



Final Adjusted Grade	
Grade	Scheme
49.66666 / 50 > [Transfer Icon]	A
[ ] / [ ] > [Transfer Icon]	A

Figure 4

8. Release the final grades to students by clicking the dropdown arrow next to the **Final Grades** title, then selecting **Release All** (Figure 5). A confirmation dialog box will open.

9. Click **Yes**. Students will now be able to see their final grades in Kodiak.

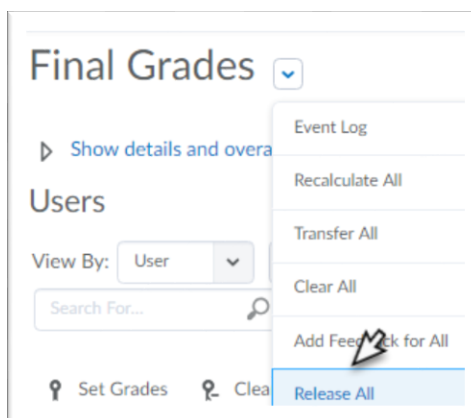


Figure 5