

## Unit Topic: Final Adjusted Grade Use

### *Introduction*

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The Final Adjusted Grade item can be used in place of the Final Calculated Grade item in a DC Connect gradebook. The numerical data must be tabulated and input manually.

**NOTE:** Use of the Final Adjusted Grade is *strongly discouraged*. If there is a need to modify a student's final grade (e.g. reweighting a missed assessment to final assessment item) CTL has a process available to do so.

Some courses have multiple instructors, each responsible for a subset of the class roster. In these instances, use of the Final Adjusted Grade may be recommended to facilitate grading. Please see the Grading DC Connect Courses with Multiple Instructors document found on the CTL website for further support if needed.

If in doubt, contact CTL staff in SW101 of the Gordon Wiley building to assist you with using the Final Adjusted Grade item.

### *Content*

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This document covers the following topics:

- Changing the Grades Settings
- Using the Final Adjusted Grade

## Changing the Grade Settings

**NOTE:** When there is a need to use the Final Adjusted Grade, it is used for *all* students enrolled in the course.

The first step in implementing the Final Adjusted Grade item is updating the Grades settings. Navigate to the **Grades** tool and click on the **Settings** link.

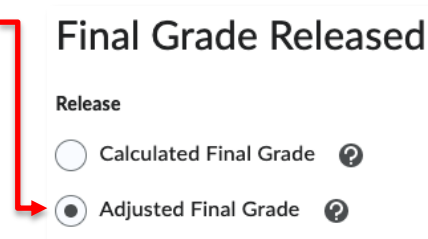


Click on the **Calculations Options** tab.



Under the Final Grade Released title, select the **Adjusted Final Grade** property.

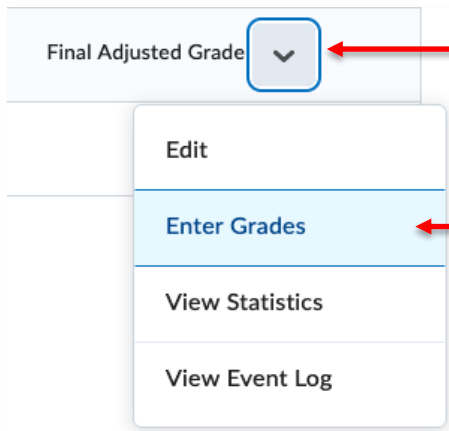
Scroll to the bottom of the page and click **Save**.



## Using the Final Adjusted Grade

To input marks for the Final Adjusted Grade, click on the **Grades** of your course and navigate to the **Enter Grades** page.



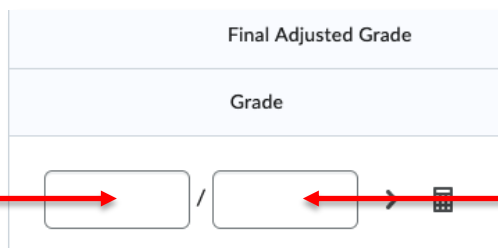


Scroll to the far right of the table, click the action menu for the **Final Adjusted Grade**, and select the **Enter Grades** option.

You will be taken to the **Final Grades** page. In the table displayed, input the appropriate grade for each of your students.

	Last Name ▲, First Name	Final Calculated Grade		Final Adjusted Grade	
		Grade	Scheme	Grade	Scheme
<input type="checkbox"/>	Instructor Student View, brett.clayton-SB90 ▼	- / -	-	<input type="text"/> / <input type="text"/> > 📊	-

The left-side input box is for the students' achievement.



The right-side input box is for the maximum possible grade.

After you have input the grades for your students, be sure to click the **Save and Close** button.



Please refer to the Final Grades Submission document found on the CTL website for instructions on exporting this grade to Banner.