
Marking Enrollments Complete as a Teacher User

To mark enrollments complete as a teacher user:

1. Log in to GradPoint.
2. If prompted, select the **Teacher** role.
3. From the main menu, select **Performance**.
4. When prompted, select a course.
5. On the next screen, click **Final Grades** at the top of the screen.
6. Using the check boxes to the left of each student's name, select the desired students.
7. Next, click **Mark Enrollments Complete**. A confirmation message will appear.
8. Click **Yes**.
9. To return to your homepage, click **Home** from the main menu.