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## Submitting Final Grades as a Teacher User

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*To submit final grades as a teacher user:*

1. Log in to GradPoint.
2. Select the Teacher role, if prompted.
3. Select **Performance** from the main menu.
4. Select a course when prompted.
5. On the next screen, click Final Grades. A list of students in the course and their course grades will appear.
6. Select the students whose final grades you would like to submit using the check boxes to the left of their names.
7. Click **Submit Checked** at the top of the page. A confirmation screen will appear.
8. Click **Yes**.
9. Click **Home** from the main menu to return to your home page.