



Instructor Guide for Preparing Final Grades in BeachBoard

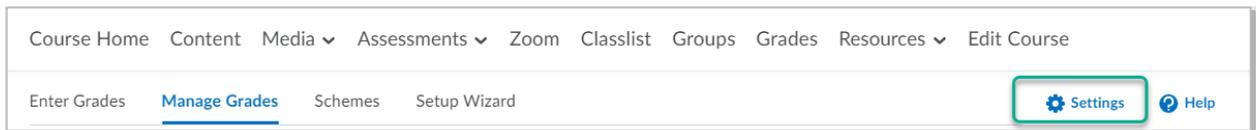
Follow these steps to make student grades available for import to PeopleSoft.

Set the Course Grade Scheme Symbol

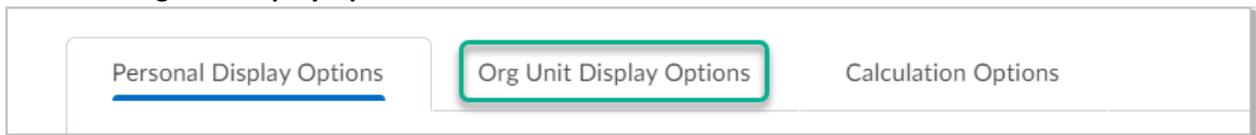
1. **Log in** to BeachBoard and select a course.
2. Click **“Grades”** on your course home page navigation menu.



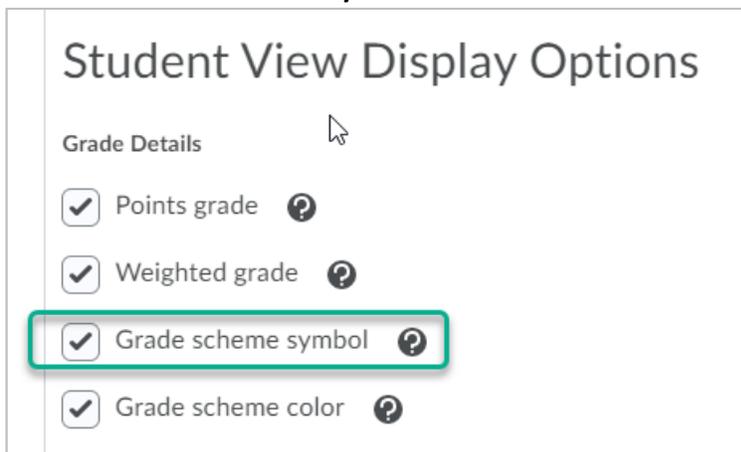
3. Click **“Settings.”**



4. Click the **“Org Unit Display Options”** tab.



5. Make sure **“Grade scheme symbol”** is checked.



6. Click **“Save”** at the bottom of the page.





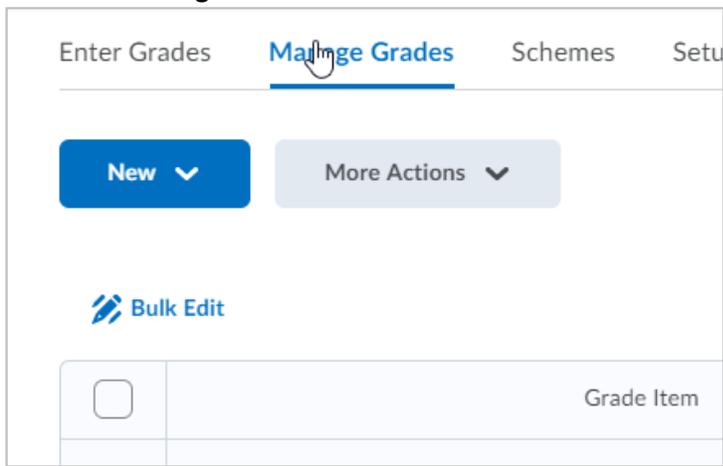
Set Up Adjusted Final Grades

If you selected to release Adjusted Final Grade in the previous section, follow the steps below to fill in values for each student. This will transfer all grade values of the Calculated Final Grade column to the Adjusted Final Grade column.

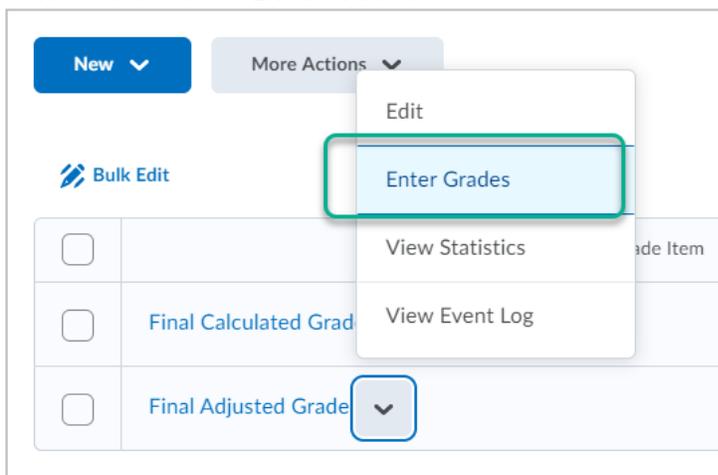
1. Go to your BeachBoard course home page and click **“Grades”** from the navigation menu.



2. Click the **“Manage Grades”** tab.



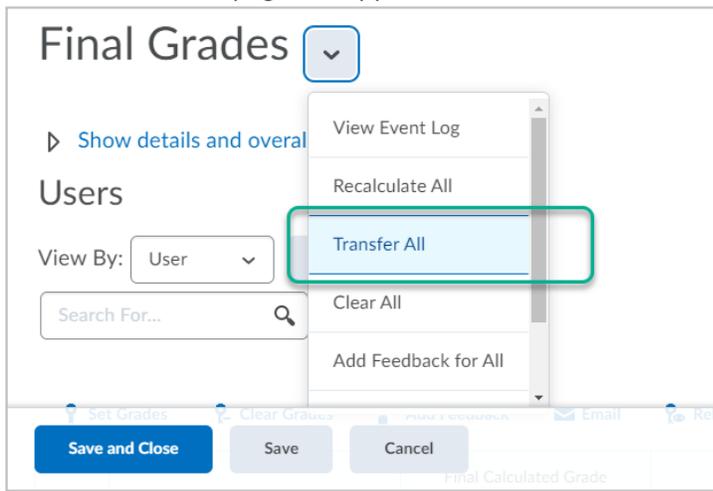
3. Scroll to the bottom of the page to find **“Final Adjusted Grade.”** Click on the inverted caret to open the drop down menu. Select **“Enter Grades.”**



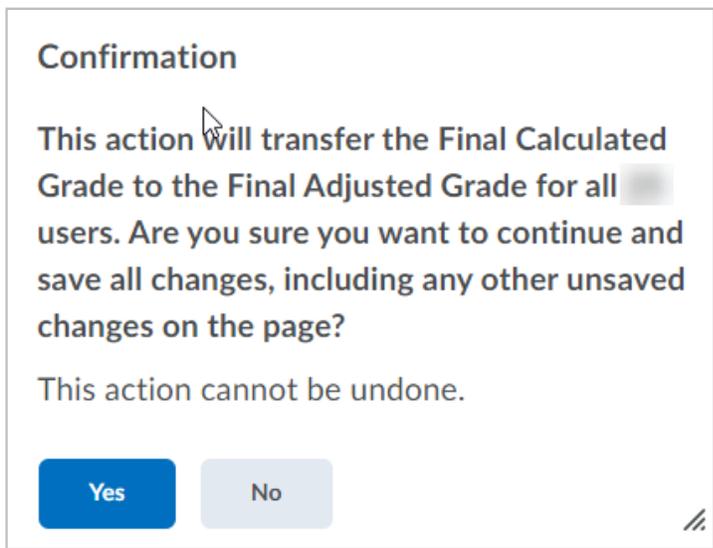


Set Up Adjusted Final Grades (cont'd)

- The "Final Grades" page will appear. Select "**Transfer All**" from the menu.



- Click "**Yes**" at the Confirmation screen.



- Modify values in the **Final Adjusted Grade** column in your grade book wherever applicable.
- Press "**Save and Close**" at the bottom of the page.

After you complete the above steps in your BeachBoard course, log in to the course roster in PeopleSoft. Press the button to import grades into PeopleSoft.