# Release/Transfer Final Grades

Students do not see the calculated final grade or adjusted final grade until the instructor releases the grade.

## Final Calculated Grade

To release the final calculated grade,

* From the Evaluation group, select Grades.
* Click the Actions arrow for the Final Calculated Grade and select "Grade All."
* Select the check box next to the names of students whose grades are to be released or select all students.
* Click on the Release/Unrelease icon at the top of the table.
* Click on Save. Click on Yes.
* An icon displays in the Final Calculated Grade column in the spreadsheet for each student whose grade has been released.

## Final Adjusted Grade

To release the final adjusted grade,

* From the Evaluation group, select Grades.
* Click the Actions arrow for the Final Adjusted Grade and select "Grade All."
* In the Final Grade column, enter the adjusted score, then click the green arrow to Transfer the Final Grade or Transfer all.
* Click on Release/Unrelease at the top of the table.
* Click on Save. Click on Yes.
NOTE: Ensure that you have selected Adjusted Final Grade in the Calculation Options for Grade Settings.