## Finalizing the Semester Average

1. Once exam grades have been entered in the gradebook, return to the D2SC Main Menu and select “Finalize Grades”.

2. Select “Semester 1” folder.

3. Select the class in which you are ready to close.

The class will open the “Finalized Grades” for the 1<sup>st</sup> Six Weeks, 2<sup>nd</sup> Six Weeks, 3<sup>rd</sup> Six Weeks and Semester Exam 1 grading periods, as well as the Semester 1 Average all on one screen.
4. In the “Finalized” column, place a check mark in each box.

This is you confirming that this is the final Semester average you want reported.

*If you want the grade to be changed, you will need to go to the finalized grade screen of either the 3rd Six Weeks or Semester Exam 1 and change one of those grades. The Semester Average CANNOT be changed manually.*

5. Place a check in the “Mark Grading Period Closed” box.

6. Click the “Save” icon on the upper right hand corner of the page.

After saving grades, you will know that your Semester 1 average is complete because there will no longer be an asterisk (*) next to your Semester 1 average.

**FINAL NOTE:** There will be four columns on this spreadsheet that relate to absences. These columns should not be edited in any way. **Do NOT** place a check mark in the “Absence Fail” column.