

END-OF-SEMESTER CHECKLIST - TEACHERS

Follow the following checklist at the end of each semester. Select [here](#) to access the end-of-semester guide for more detailed explanation or how to directions.

I have received end-of-semester expectations from my administrator:

Approach to grading the “participation” assignment.

Approach to unsubmitted assignments (receive zero or be exempted).

Date semester final grades are due.

Location and format of posted grades.

I have graded all submitted assignments except the participation assignment. Verify only after the students’ last course access or submission deadline.

- Verify no paper icons appear in the gradebook: exception - the Participation column should not yet contain grades.
- Verify no graded work appears in the Needs Grading region: exception – the participation assignment.

I have added assignment exemptions to any assignment that should not receive a zero for not completing.

- Complete this action via the gradebook view.
- Do not yet touch the Participation assignment.

I have graded or exempted the Participation assignment based on school policy.

Pulling final grades typically occurs the day following posting the participation assignment.

Why? The backend processes take between 4-7 hours to complete following the posting of the participation grade.

Need grades faster (or requested by your administrator) complete these last few steps:

I have changed the gradebook view to display inactive students.

I have changed the Final Grade toggle to **Zero all unscored activities**. Remember to never leave the default option of Excuse all unscored activities.



☒ Zero all unscored activities ☐ Excuse all unscored activities

I submitted final scores and verified a check appears in the **Grade to submit** column of the Final Grade view.

I have exported either a copy of the gradebook or the Student Performance report.

I have submitted the final scores to the appropriate school system

Need additional help? Sign up for end of semester webinar or teacher support [here](#).