



Assign Final Grades

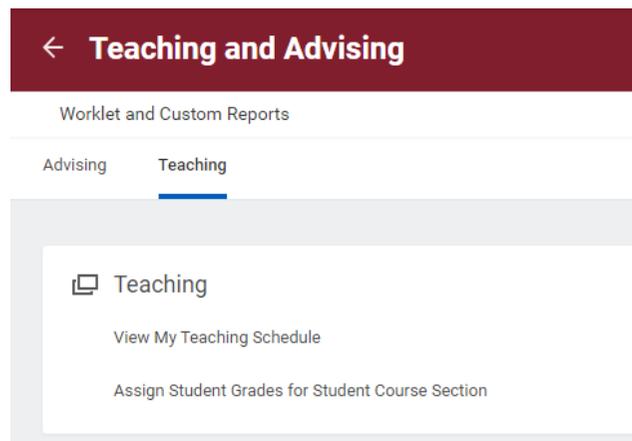
Overview

This quick reference guide will cover how to assign final grades to students in a particular class.

NOTE: Before starting your tasks in Workday Student, follow the set up procedures outlined in the *Getting Started* guide [here](#).

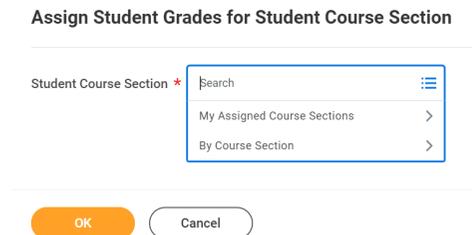
Process

1. Open the **Teaching and Advising** app and select **Teaching**.
2. Select **Assign Student Grades for Student Course Section**.



3. In the **Assign Student Grades for Student Course Section** task, select the **Student Course Section** for which you would like to assign grades.

You can select the course section by clicking into the field and navigating to **My Assigned Course Sections** > and choose the current academic period. This is a required field.



4. Once the course section is selected, click **OK**.
5. From the student roster, navigate to the students for whom you wish to record grades. Under the **Final Grade** column, choose the grade you would like to record for the selected student from a drop-down prompt list.



Assign Final Grades

Assign Student Grades for Student Course Section

Course Section * COMM 2-1 - Public Speaking

3 Items

Student	Student ID	Grade Note
Abigail		
Aiden		
Ainhua		

Submit Save for Later Cancel

Assign Student Grades for Student Course Section

Course Section COMM 2-1 - Public Speaking

1 Item

Student	Student ID	Grade	Grade Note
Abigail		A	

Confirm *

- Continue to record grades for all students for whom grades have been calculated. Next you have the option to save or submit grades.

NOTE: It is possible to submit grades for just part of the course roster and come back to complete the rest later.

- When you are ready to submit grades for posting, click **Submit**.
- On the confirmation screen, select the **Confirm** checkbox and then click **OK**. ***This is a required process.**

NOTE: Once a grade has been submitted, it cannot be changed without going through the standard Grade Change process with the Office of the Registrar.

NOTE: Submitted grades are immediately visible on students' academic records.