Release Final Adjusted Grade

The following directions will guide you through the process of releasing the Final ADJUSTED Grade to students. Please only follow these directions if you have selected the option to release the Final ADJUSTED Grade in your Grades Settings.

To Access the Final Grades Page

1. Click Manage Grades
2. Click the to the right of ‘Final Adjusted Grade’ in the Actions column

Final Grades Page

1. Click Transfer All button
2. Click Yes

You should now see that the Final Calculated Grades have been transferred to the Final Adjusted Grade column:
1. If necessary, make changes to the Final Adjusted Grades. *NOTE: This is optional*
2. Click *Release All* to release the FINAL ADJUSTED GRADE TO ALL STUDENTS

PLEASE SEE THE NEXT PAGE FOR DIRECTIONS ON HOW TO VERIFY THE FINAL ADJUSTED GRADE WAS RELEASED TO STUDENTS.
How to Verify Final Adjusted Grade was Released to Students

From the Final Grades page:

1. Click on
2. Look at the Final Grades column. If you see an eyeball icon next to the Final Adjusted Grade then it has been released to those students.

How to Preview What the Student is Seeing in BOLT Grades

From the User List page:

1. Click on the name of a student in your Gradebook
2. On the Grade User page, click on
3. A window will pop up showing you what the student sees when they view Grades in BOLT