
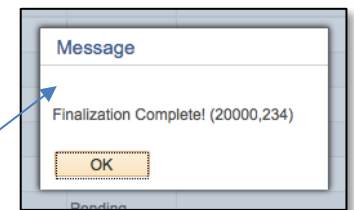


## ARE MY GRADES FINALIZED?

Please use this guide to determine if your grades are **Finalized**. Use the other guides found on the [HR Toolkit](#) for more details on your specific method of grading. After using this guide, if you have **specific questions** about your **grade roster**, please email [grades@registrar.ufl.edu](mailto:grades@registrar.ufl.edu). If you have questions regarding your **Canvas** page, please email [learning-support@ufl.edu](mailto:learning-support@ufl.edu).

Please note that the Blue “i” indicator (  ) in your grade roster is a bug that has been reported and should be ignored.

Before grading, your **Grading Home Page** will look like this. You may have come here from the [ONE.UF Home Page](#) or [Canvas](#). **Note:** The number in **Needs Attention** will match the number in **Enrolled** when your grades are **not finalized**.



After you have clicked the **Finalize** button, you will see a message that says **Finalization Complete!**

Before returning to the **Grading Home Page**, check your individual roster for these two things to see if they are finalized:

1. **Grade Input** box gray
2. **Pending** Grade Roster status means that it is pending the Registrar’s Office and *not* the grader.
3. **Finalized** box checked for all students needing grades
4. After checking these items, click **Return to Search**

“**Pending**” means it is Pending the Registrar’s Office to Post Grades and **NOT** pending more action from you.

When you grade your class roster and click **Return to Search**, you must **refresh the browser** OR enter the course information and click the **Search For Classes / Refresh** button to see the number move from **Needs Attention** to **Finalized**. In this case, your grades **are finalized**.