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. If you have questions regarding your Canvas page, please email 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

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.