1. Navigate to the Control Panel.

2. Expand Course Tools.

3. Click Post Final Grades.

4. Toggle the Filter feature on or off to show students with or without grades in the list.

5. The Calculated Grade column shows the Total Points as listed in Grade Center. The Total column in Grade Center must be set to External Grade to appear here.

6. The Date of Last Activity column shows when the student was most recently active in the course.

7. Click the drop-down box under the Grade column.

8. Select the student's final letter grade from the list.

9. Click Post to submit the final grade for the student. Once a final grade has been submitted, the student's row will turn from white to green.

10. The Post All option is still available for use if you prefer to submit multiple final grades at once.