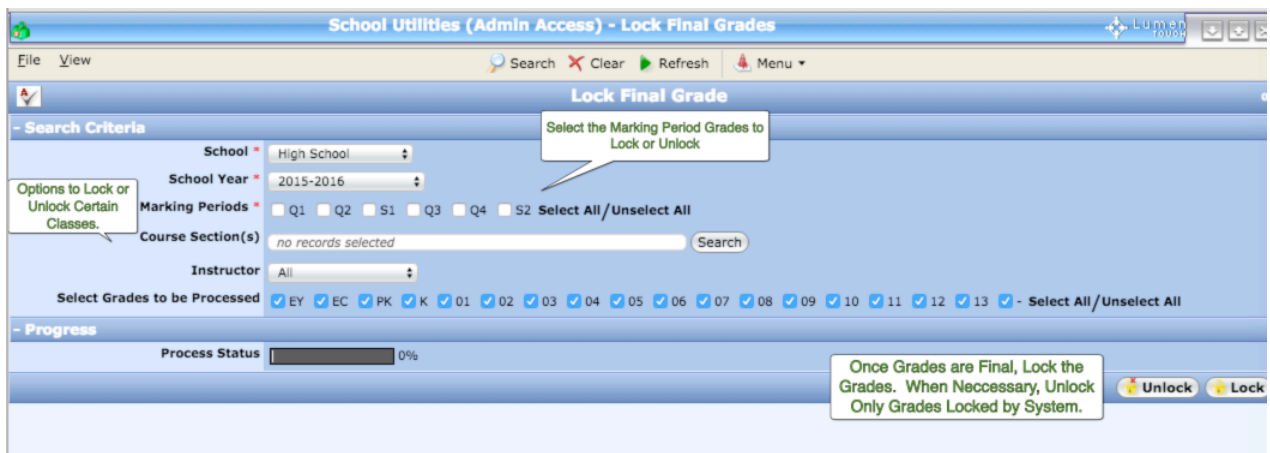


Lock/Unlock Final Grades

If the grade report represents a Final Grade for a Marking Period, it is advisable to lock the grades once the grades are final. This will prevent accidental grade changes. **Grades posted to transcripts are automatically locked.**

EzStart -> Lumen Touch - School -> School Utilities -> School Utilities -> Lock Final Grade

Lock by grade level, section, teacher, or grade level or leave blank for all. If grades need to be changed after being locked, it will be necessary to unlock the grades temporarily.



Individual student grades can be locked and unlocked in their course enrollments.

EzStart -> Lumen Touch - School -> School Course Management -> School Course Management -> School Course Enrollment

