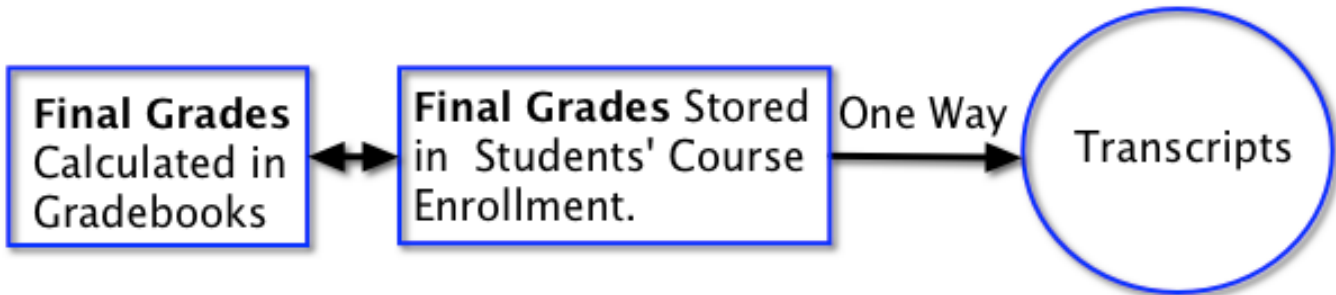


Grades and Transcripts

Below is a brief description of the relationship of Final Grades and the grades stored in Transcripts. Final Grades are the grades for a marking period. Of course if the marking period is not over, the grades are not final, but the grades are current for the marking period. A checklist for posting grades to transcripts is on the following page.



When posting grades to transcripts, the grades are copied from the **Final Grades** to **Transcripts** by [School](#), [School Year](#), [Marking Period](#), [Student Lumen ID](#), and [Course Number](#). Grades can be posted more than once provided none of these have changed since the original post. The grading scale, credits, etc. are posted from the information in the Master Schedule unless it is over-ridden in the students' course enrollment records. Thus, the importance of these values stored in the Master Schedule. The Checklist has the path to a report listing the information that post to the transcripts for every course section.

The grades in the grade books are automatically locked when posting to transcripts.

It is best if all grades are finalized before posting, however if grades are incomplete when grades are posted, the Lock Final Grades utility in School Utilities can be used to unlock grades for a course section(s) or Instructor. Individual student grades within a class can be unlocked in the student's course enrollment in School Course Enrollment. Click on the icon under the grade column and edit the final grade.

Unlocking Grades Locked by Posting

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

