

Sonis Input Final Letter Grades

For faculty who use the Moodle gradebook for all assignments and need to input final grades.

Audience

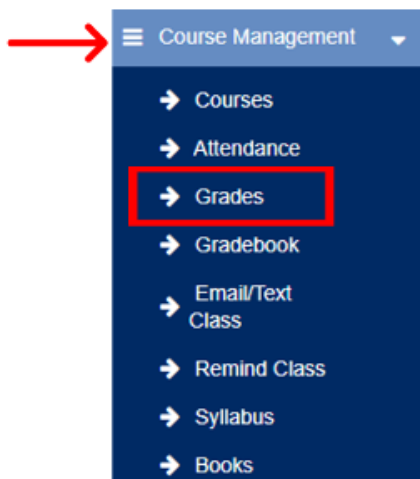
Faculty	✓
Staff	✗
Students	✗
Others	✗

Step-by-step guide

- [Step 1: Access Grades](#)
- [Step 2: Select Semester and Course](#)
- [Step 3: Input Grades](#)
- [Step 4: Finalize Grades](#)

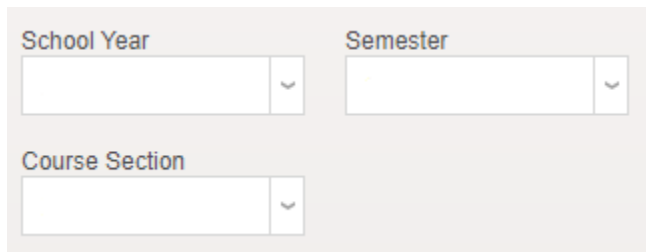
Step 1: Access Grades

Login into Sonis and select 'Grades' under Course Management.



Step 2: Select Semester and Course

Select the correct 'School Year', 'Semester', and 'Course'. Allow the system to load the course.

A form with three dropdown menus. The first two are labeled 'School Year' and 'Semester', and the third is labeled 'Course Section'. Each dropdown menu is currently empty and has a small downward arrow on the right side.

Step 3: Input Grades

Input the letter grades in the 'Grade' field and check the box to make 'Official'.

Mid-Term Grade	Grade	Official	Date Completed
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Grade Letters

Highest	Lowest	Letter
100.00 %	90.00 %	A
89.99 %	80.00 %	B
79.99 %	76.00 %	C
75.99 %	70.00 %	D
69.99 %	0.00 %	F

Step 4: Finalize Grades

Click 'SUBMIT' to finalize grades.

Close window

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