

Sonis Making Grades Official

For faculty who use the Sonis gradebook for all assignments.

Audience

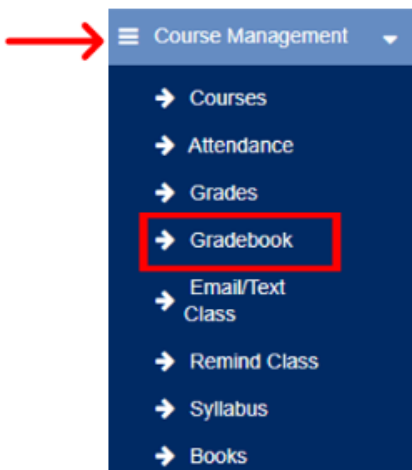
Faculty	✓
Staff	✗
Students	✗
Others	✗

Step-by-step guide

- [Step 1: Access Gradebook](#)
- [Step 2: Browse Grades](#)
- [Step 3: Post to Records](#)
- [Step 4: Finalize Grades](#)

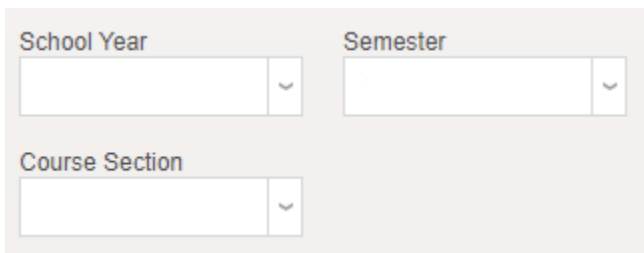
Step 1: Access Gradebook

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

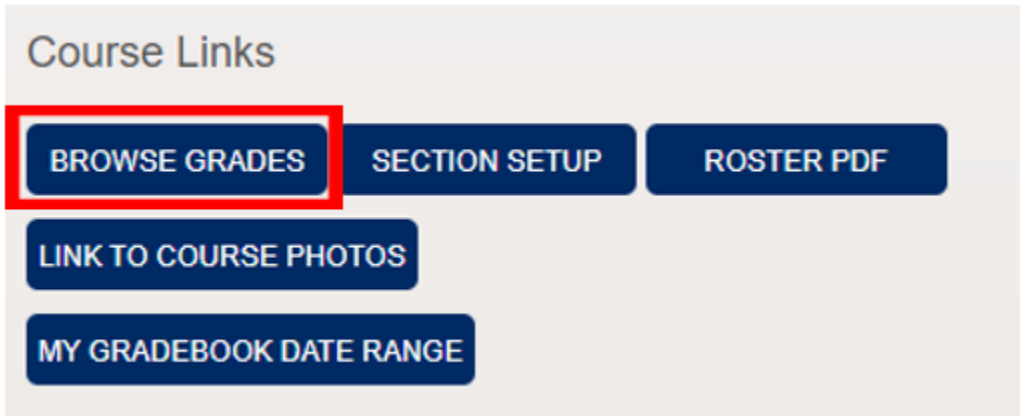


Step 2: Browse Grades

Select the correct 'School Year', 'Semester', and 'Course'. Allow the system to load the course. Make sure all grades are entered for each weighting element.

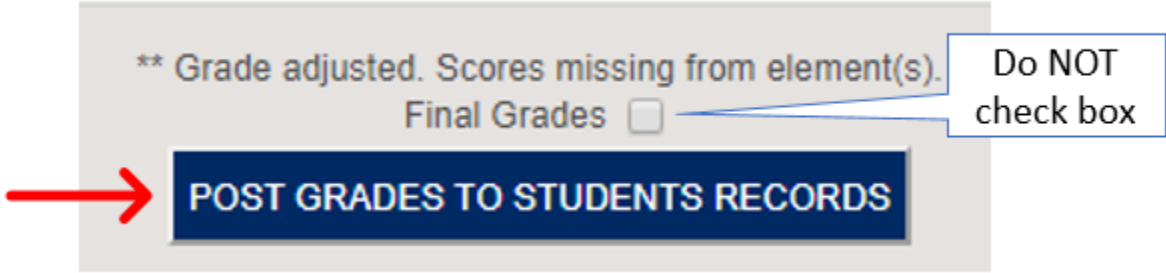
A screenshot of the Sonis Browse Grades form. It contains three dropdown menus: 'School Year', 'Semester', and 'Course Section'.

Click 'Browse Grades' located under Course Links.



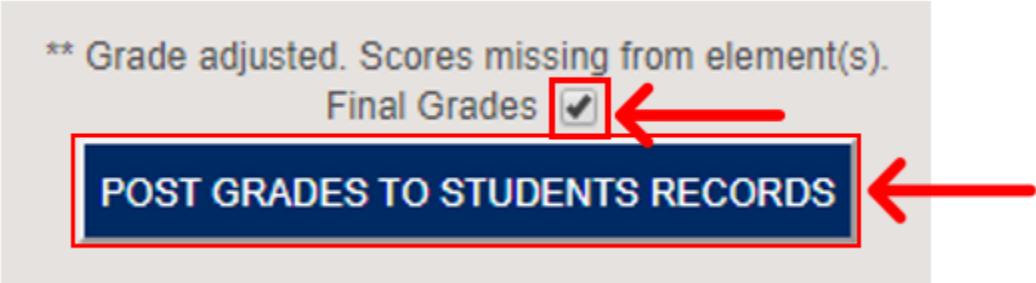
Step 3: Post to Records

Scroll down and click on 'POST GRADES TO STUDENTS RECORDS'. **Important Note:** You must 'POST GRADES TO STUDENTS RECORDS' first before checking the box to make grades official. If you do not do this step first the grades will not show up on the administrator side.



Step 4: Finalize Grades

Click 'Browse Grades' located under Course Links. Scroll down the page and check the box for 'Final Grade' and click on 'POST GRADES TO STUDENTS RECORDS'.



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