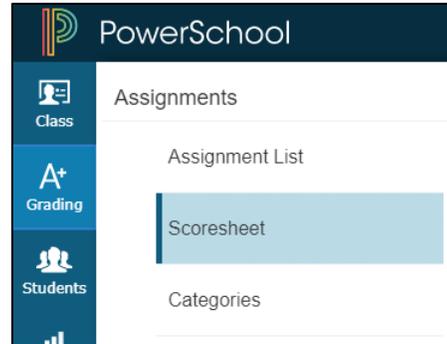


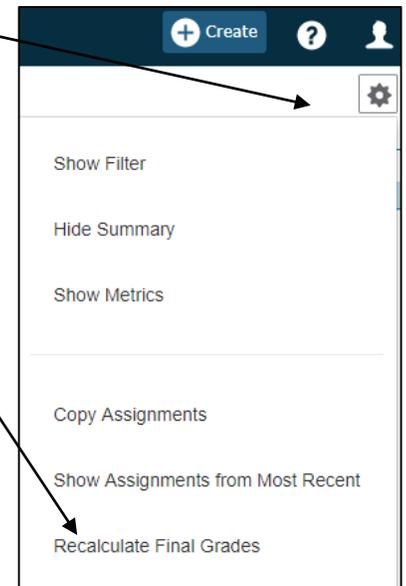
Recalculate Final Scores

When you have made changes to an assignment or category or if there has been a change on the server you will need to Recalculate your scores to push the change through. Please see the directions below for help with this process:

1. Go to the Grading menu and Click the **Scoresheet** tab.

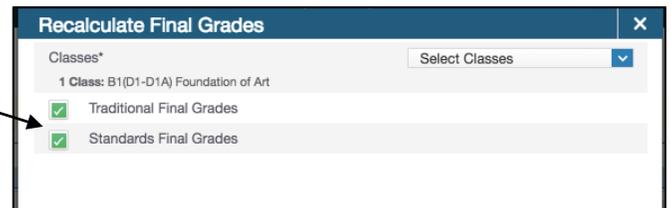


2. From the gradebook menu bar, choose **Tools > Recalculate Final Scores**.



3. The **Scoresheet** screen refreshes, showing the recalculated final scores.

Choose Standards. It is ok to choose both.



Note: This recalculation applies to the currently selected class only.

You must perform the process for all classes for the change to take effect in all classes.

You can recalculate each class individually or choose all the classes that need to be updated with any recent change.

