

How to Finalize Senior Grades

1. Log into your LiveGrades Account:
2. Click on your first class which contains one or more seniors.
3. Under the "Class Information" Section click the "WVEIS" tab.

Class Information	
Subject:	ENG LA 12 CP
Course Code:	401225
Section Code:	006
Class Log:	View Log
Term Schedule:	Nine Weeks
Period:	Period 6
Grading Scale:	ABCD - State (Regular)
Teacher:	Vickers, Amy

[Update Class](#) [Grid View](#) [Grade Adjust.](#) [WVEIS](#)

4. Complete the finalization process by clicking on "Submit Senior Grades" for the following:
 - a. 4th 9 weeks
 - b. Semester 2 Exam
 - c. Semester 2 Average

Period Grades

Grading Period	Status
3rd 9 Weeks	View Finalized Grades
4th 9 Weeks	Submit Senior Grades
Semester 2 Exam	Submit Senior Grades

[Status for All Classes](#)

Semester Grades

Semester	Status
Semester 2 Average	Submit Senior Grades

Final Class Grades

Final	Status
Class Grade	Submit Senior Grades

⚠ Finalized Grades Cannot Be Changed

Once a grading period's grades and comments have been confirmed, a record will be written with each student's information. You will not be able to update this record.

5. Please read all text on screen carefully. It will give you instructions on how to adjust a grade before finalizing. You must check the "I have reviewed these grades and find them to be accurate." And, "I understand that submission of these grades are final."
6. When all grades are what you want them to be click "Finalize".