



Tuesday Tip

End of the Semester Checklist

Are you ready for the end of the semester? Please review the following steps before submitting your grades.

1. Course [grading scheme](#) is enabled with the correct percentages.
2. Course assignments/quizzes etc. have been [grouped and weighted correctly for the gradebook](#).
3. All weighted assignments/quizzes have either a grade or a "EX" in the graded column for each student. If there is a "-" instead of a grade in the column, it will count as a zero and the total grade will not be correct. You must enter the "EX" in the columns with the "-".
4. [Publish your grades to Banner](#) by August 16th @ 10:00 am.

Students will be able to access the course until Tuesday, August 23, at 2:59 am.

For more information, please contact the [ISS team](#).
View all of our Tuesday Tips on our [SHP/ISS website](#)!

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