




To Post Final Grades from Gradebook:

Note: You need to have set up Gradebook and entered assignment grades in order to post final grades from Gradebook. To post grades without Gradebook, see the **Entering and Approving Grades** tipsheet.

1. Log into the portal at <http://canelink.miami.edu>
2. On the **Faculty Home** tab, click the green **Go to Faculty Center** button.
3. Click the **Gradebook** icon () next to the class you wish to set up.
4. Click the **Cumulative Grades** link.
5. The student's cumulative midterm and final grades will appear. You can use the **Override** box to enter a different grade for the student if needed.
6. In the **Select Grade Roster** field, use the magnifying glass to select the grade roster you wish to update (e.g. final for final grades).
7. Click **Update**. The grades for all of your students will be updated on the grade roster.
8. You can go the **Grade Roster** on the Faculty Center to review the grades and change them if necessary. Note that the grade roster will be set to "Approved," and if you want to make changes you will need to change the status to "Not Reviewed."

