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](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.”