Closing Out a Course
Quick Guide for Teachers

Action	Video	Help Article
1. When a student or all students have passed the course end date, prepare to submit final grades. Select the student or students you would like to finalize, choose between zeroing out unscored activities or ignoring unscored activities and hit the "select submitted" button.	Submitting Final Grades	Managing and Submitting Final Grades – Pearson Connexus Support
2. When all final grades have been submitted, mark all those enrollments as complete.	Marking Enrollments Complete	Managing and Submitting Final Grades – Pearson Connexus Support
3. If you need a record of grades for the future, export your course gradebooks.	How to Export Your Gradebook (per class)	Import and Export Scores – Pearson Connexus Support

For more information on other tasks to consider at the end of the semester, review this help article on End of Semester Procedures.