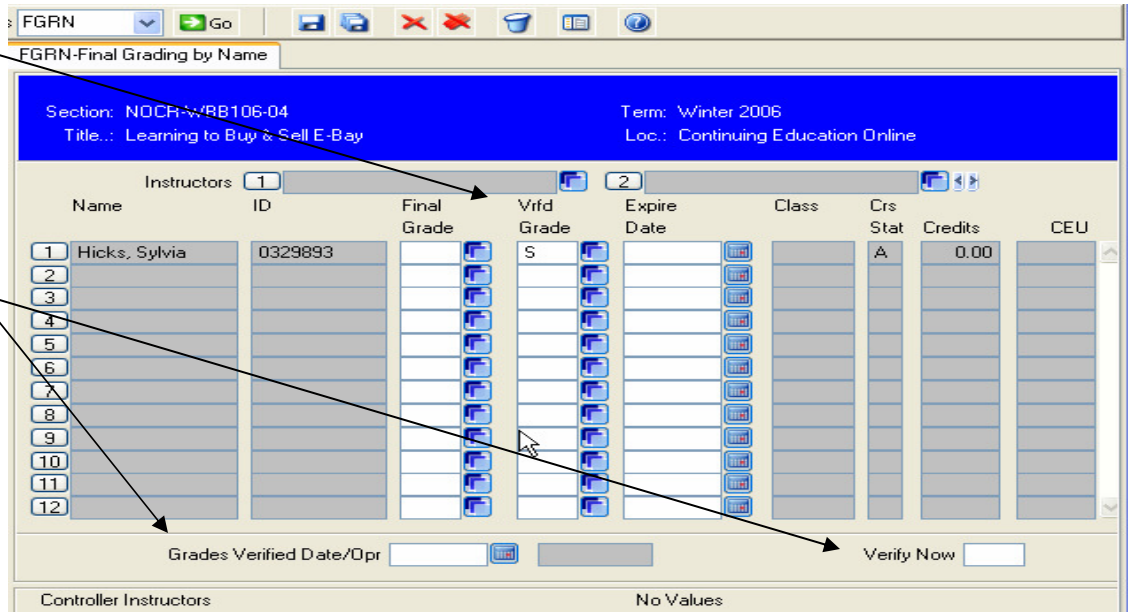
Continuing Education
Issuing Final Grades

FGRN

- Get a signed and dated roster from the instructor, This will start the process for payroll or other payments
- Enter mnemonic **FGRN** to retrieve section
- Enter section number
- Enter grades in **VERFIED GRADE Column**
- Finish (F9) and Update

***** IF grades are put in the final grade column, the "verified date" and "verify now" boxes <u>MUST</u> be completed *****

XCEG

- Print roster with grades (2 copies)
- 1 copy for Binder, 1 copy for instructor contract
- Original goes in class file