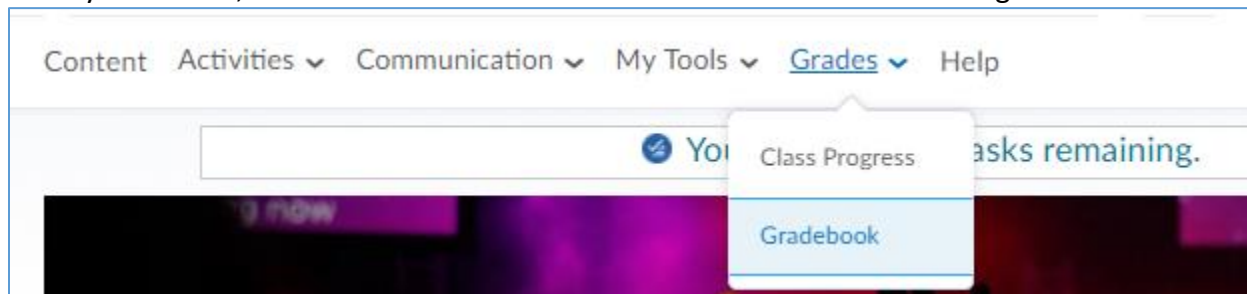


To Release Grades for Students

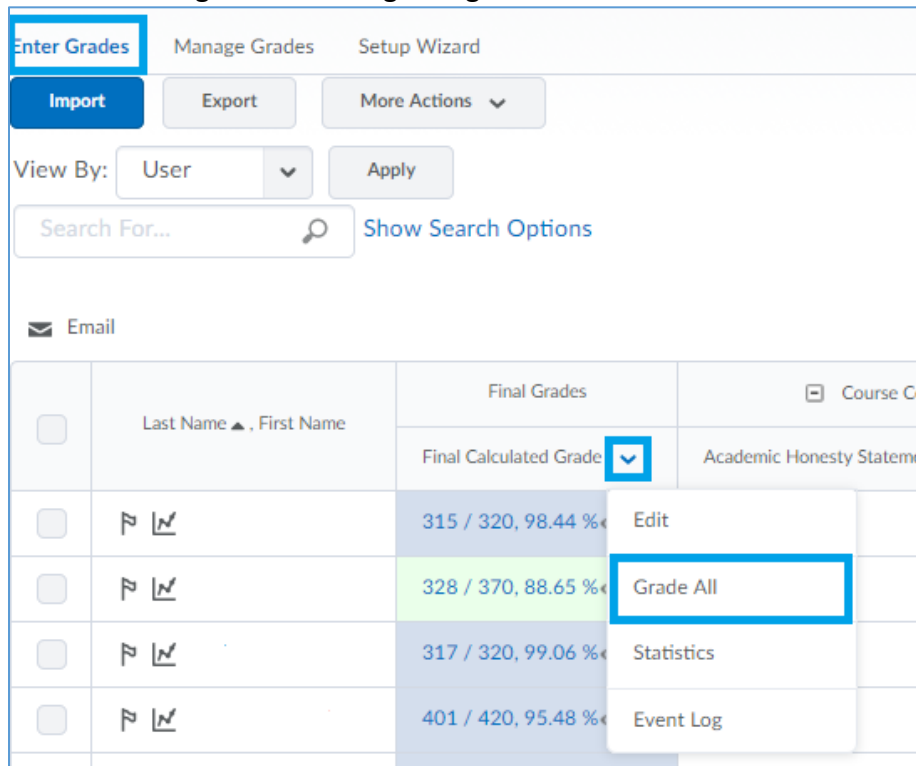
If gradebooks were not set up to automatically release final grades, students may be unable to view their grade as activities are completed. All courses beginning after October 15, 2017, will have this feature enabled in the system, and instructors should not need to manually make this change.

To release final grades:

Enter your course, and select “Grades” and then “Gradebook” from the navigation bar.



On the Enter Grades page, select the arrow by adjusted or final calculated grade, and click on “Grade All” to go to the user grading tab.



On the Users tab, select all students by clicking the checkbox at the top of the classlist, then select “Release/Unrelease” from the bar above. The checkboxes in the “Release Final Calculated Grade” column should have checkmarks to indicate final grades are being released.

Users

View By: User Apply

Search For... Show Search Options

✉ Email Release/Unrelease

<input checked="" type="checkbox"/>	Last Name ▲, First Name	Final Calculated Grade		Feedback	Release Final Calculated Grade
		Grade	Scheme		
<input checked="" type="checkbox"/>	7	315 / 320	98.44 %	🗨	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	7	328 / 370	88.65 %	🗨	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	7	317 / 320	99.06 %	🗨	<input checked="" type="checkbox"/>

Click Save and Close.

Save and Close Save Cancel

You can tell if the grades have been released to students by checking the Final Grades column. If there is an eye next to the percentage, it has been released. If it has a line through it, it is not viewable by students.

Final Grades


Final Calculated Grade ▼

315 / 320, 98.44 %	👁
328 / 370, 88.65 %	👁
317 / 320, 99.06 %	👁
401 / 420, 95.48 %	👁

Student View if Grades have not been released:

Grades			
Grade Item	Points	Grade	Feedback
Course Content			
Academic Honesty Statement	- / 1	-%	
Workshop One			
1.1 Reading	20 / 20	100 %	Individual Feedback

Student View With Grades Released:

Grades			
Final Calculated Grade			
Points			
315 / 320 			
Grade			
98.44 %			
Grade Item	Points	Grade	Feedback
Course Content			
Academic Honesty Statement	- / 1	-%	
Workshop One			
1.1 Reading	20 / 20	100 %	Individual Feedback