

HOW TO RELEASE FINAL GRADES TO STUDENTS

METHOD 1: Using Grade Setup Wizard

1. Go to “Grades”
2. Select “Setup Wizard”
3. Go through the steps and at step 2 select the “Automatically release final grade” box
4. Continue thru the remaining steps of the Wizard and select “Finish”

The screenshot shows the 'Setup Wizard' interface for 'Step 2 of 7: Final Grade Released'. The navigation bar at the top includes 'Course Home', 'Content', 'Assignments', 'Discussions', 'Quizzes', 'Grades', 'Virtual Classroom', 'Tutoring', 'Course Tools', and 'Help'. Below the navigation bar, the 'Setup Wizard' section is active, with 'Settings' and 'Help' icons. The 'Release' section contains three radio button options: 'Calculated Final Grade' (selected), 'Adjusted Final Grade', and 'Automatically release final grade' (checked and circled in purple). The 'Automatically release final grade' option is described as: 'When enabled, the system automatically marks users' final grades as released once created. You may still alter the release status after being automatically released.' At the bottom, there are three buttons: 'Continue', 'Go Back', and 'Cancel'. The Windows taskbar is visible at the bottom of the screen.

METHOD 2: Grade Setup Wizard

1. Go to “Grades”
2. Select “Enter Grades” tab
3. Click the down arrow “V” next to Final Calculated Grade
4. Select “Enter Grades” from the pulldown

		Final Grades		
Last Name ▲, First Name		Final Calculated Grade		Lecture Exam I (1, 3,
<input type="checkbox"/>	Aduku, Temitope	340.87 / 492, 69.28	Edit	
<input type="checkbox"/>	Armwood, Jikeise	415.43 / 472, 88.02	Enter Grades	
<input type="checkbox"/>	Bierlein, Andrew	466 / 475, 98.11 %	View Statistics	
<input type="checkbox"/>	Broughton, Lisa	355.6 / 469, 75.82 %	View Event Log	54

5. Select the button to the left of the “Last Name, First Name” column to select all students
6. Select “Release/Unrelease”
7. Select “Save and Close”

Users

View By: User

Search For...

<input type="checkbox"/>	Last Name ▲, First Name	Final Calculated Grade		Final Adjusted Grade		Feedback	Released
		Grade	Scheme	Grade	Scheme		
<input type="checkbox"/>	Aduku, Temitope	340.87 / 492	69.28 %	<input type="text"/> / <input type="text"/> > <input type="button" value="Calculator"/>	-%	No feedback provided. <input type="button" value="Edit"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Armwood, Jikeise	415.43 / 472	88.02 %	<input type="text"/> / <input type="text"/> > <input type="button" value="Calculator"/>	-%	No feedback provided. <input type="button" value="Edit"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Bierlein, Andrew	466 / 475	98.11 %	<input type="text"/> / <input type="text"/> > <input type="button" value="Calculator"/>	-%	No feedback provided. <input type="button" value="Edit"/>	<input checked="" type="checkbox"/>

If the grade is released to students you will see the “released” box checked on the “Enter Grades” screen shown above and you will also see the open eye icon next to the “Calculated Final Grade” in the gradebook.