



How to Calculate & Release Final Grades

By default, final grades are not visible to students. One of two icons will appear in the Final Grade column to indicate whether final grades are visible to students.

-  Final Grade is released and visible to students
-  Final Grade is unreleased and not visible to students

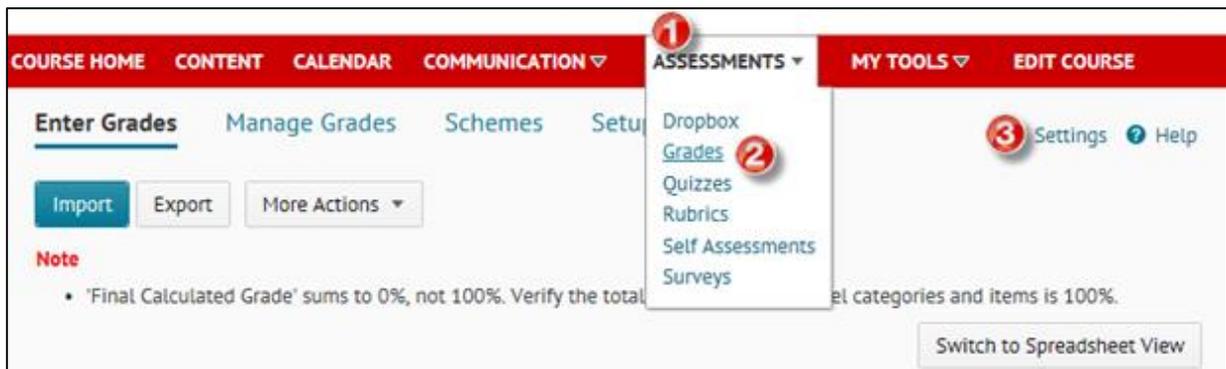
	Last Name ▲, First Name, Username	Final Grades	
		Final Calculated Grade	Final Adjusted Grade ▼
<input type="checkbox"/>	student 1	- / -, -% 	- / -, -% 
<input type="checkbox"/>	student 2	- / -, -% 	- / -, -% 
<input type="checkbox"/>	student 3	- / -, -% 	- / -, -% 
<input type="checkbox"/>	student 4	- / -, -% 	- / -, -% 

The following help is provided:

- [Before you start](#)
- [Release Final Calculated Grade](#)
- [Release Final Adjusted Grade](#)

Before you Start: Review Gradebook Calculation Settings

1. To verify that gradebook calculation settings are configured correctly for your purposes, click **Assessment** in the red navigation bar and choose **Grades** from the dropdown menu. Click **Settings**.



- Click the **Calculation Options** tab, and check your settings in the following sections:
 - Final Grade Release Selection: Calculated, or Adjusted
 - Ungraded Items option
 - Automatically keep final grades updated option (recommended)

Calculation Options

Personal Display Options Org Unit Display Options **Calculation Options**

Grading System

Grading System

Weighted ⓘ

Example:
 Assignments Category (20% of final grade)
 - Assignment 1 Item (50% of Assignments)
 - Assignment 2 Item (50% of Assignments)
 Final Exam Item (80% of final grade)

Final Grade: /100%

Points ⓘ

Example:
 Assignments Category (40 points)
 - Assignment 1 Item (20 points)
 - Assignment 2 Item (20 points)
 Final Exam Item (200 points)

Final Grade: /240 points

Formula ⓘ

Final grade is determined by a custom defined formula
 Grade items and categories use the Points system

Final Grade Released

Release

Calculated Final Grade ← release calculated grades to students

Adjusted Final Grade ⓘ ← adjust/modify calculated grades

Grade Calculations

Ungraded Items

Drop ungraded items ⓘ ← provides current grade standing based on the course task, assignments, and tests completed

Treat ungraded items as 0 ← all uncompleted assignments are assigned a grade of '0'

Auto Update

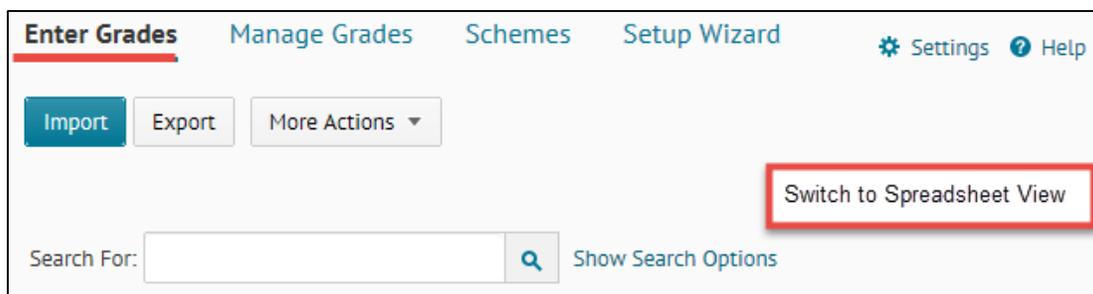
Automatically keep final grades updated ⓘ ← ensure this option is checked

Save Close

- When “Drop ungraded items” is selected, all ungraded assessment items will be excluded from the calculated final grade. Before releasing final grades, ensure that an appropriate grade is manually entered for any unexcused/missing assessment items.

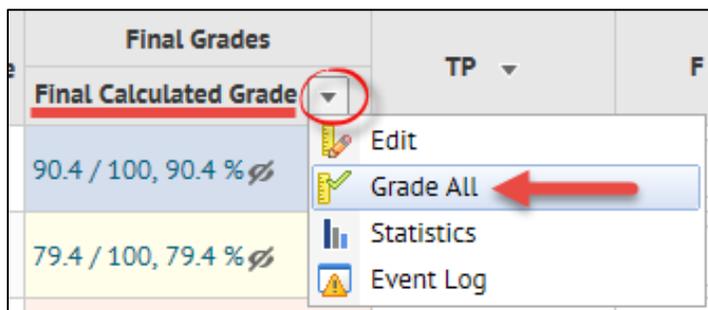
To review and update assessment item grades: In the red navigation bar, click **Assessment**, and choose **Grades** from the dropdown menu. Select the **Enter Grades** tab. Switch to **Spreadsheet View**. This view allows you to simultaneously review all grade columns for omitted grades.

Notes: Do not modify any grades in the **Final Calculated Grade**, or **Final Adjusted Grade**, columns.



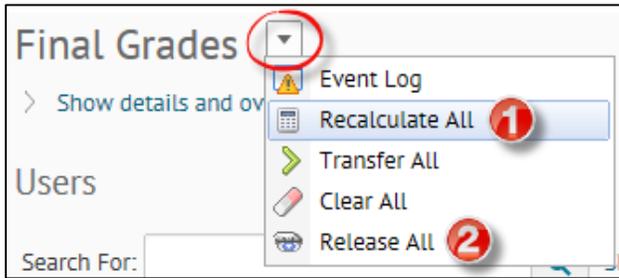
Release Final Calculated Grades

- In the red navigation bar, click **Assessment**, and choose **Grades** from the dropdown menu. Select the **Enter Grades** tab. In the **Final Calculated Grade** column dropdown menu, select **Grade All**.



- If the “Automatically keep final grades updates” option was not selected earlier, or if you are unsure, then, in the **Final Grades** dropdown menu, select **Recalculate All**. This ensures that all final grades are updated. Follow instructions in the pop-up window. Next, in the **Final Grades** dropdown menu, select **Release All**. Click **Yes** to confirm. This action results in final grades being released, and visible, to

students.



After releasing the Final Calculated Grade to all students, a check mark will appear in the **Release Final Calculated Grade** column. Remember to **Save and Close**.

A screenshot of the 'Final Grades' interface. The table below shows student grades. A red box highlights the 'Release Final Calculated Grade' column, which contains checkmarks for all five students.

Last Name ▲, First Name, Username	Final Calculated Grade		Final Adjusted Grade		Feedback	Release Final Calculated Grade	Event Log
	Grade	Scheme	Grade	Scheme			
<input type="checkbox"/> student 1	90.4 / 100	90.4 %	90.4 / 100	90.4 %		<input checked="" type="checkbox"/>	
<input type="checkbox"/> student 2	79.4 / 100	79.4 %	79.4 / 100	79.4 %		<input checked="" type="checkbox"/>	
<input type="checkbox"/> student 3	68.4 / 100	68.4 %	68.4 / 100	68.4 %		<input checked="" type="checkbox"/>	
<input type="checkbox"/> student 4	57.4 / 100	57.4 %	57.4 / 100	57.4 %		<input checked="" type="checkbox"/>	
<input type="checkbox"/> student 5	44 / 100	44 %	44 / 100	44 %		<input checked="" type="checkbox"/>	

Notes: To modify the visibility of grades for students (e.g.: remove a student from the release grades list), place a check mark on the far left column next to the student's name, and click Release/Unrelease.

Final Grades ▾
 > Show details and overall feedback
 Users

Search For: Show Search Options

click to select students who will not have grade released

	Name	Final Calculated Grade	
		Grade	Scheme
<input checked="" type="checkbox"/>	student 1	90.4 / 100	90.4 %
<input checked="" type="checkbox"/>	student 2	79.4 / 100	79.4 %
<input type="checkbox"/>	student 3	68.4 / 100	68.4 %
<input checked="" type="checkbox"/>	student 4	57.4 / 100	57.4 %
<input type="checkbox"/>	student 5	44 / 100	44 %

To confirm that grades have been released, return to the Enter Grades page (Assessments → Grades). The grades released , or grades , icon will appear next to the grades in the **Final Calculated Grade** column.

Release Final Adjusted Grades

1. In the red navigation bar, click **Assessment**, and choose **Grades** from the dropdown menu. Select the **Enter Grades** tab. In the **Final Adjusted Grade** column dropdown menu, select **Grade All**.

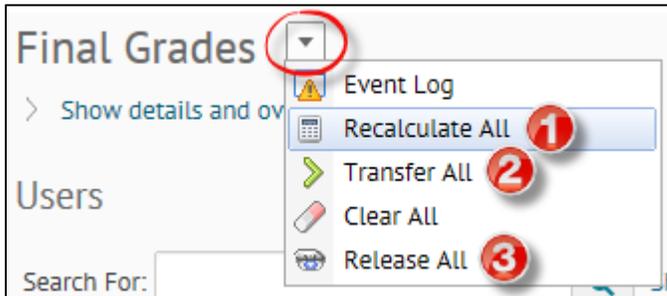
Final Grades

Final Calculated Grade ▾ **Final Adjusted Grade** ▾

90.4 / 100,	Edit	
79.4 / 100,	Grade All	
68.4 / 100,	Statistics	
	Event Log	

2. If the “Automatically keep final grades updates” option was not selected earlier, or if you are unsure, then, in the **Final Grades** dropdown menu, select **Recalculate All**. This ensures that all final grades are updated. Follow instructions in the pop-up

window. Next, in the **Final Grades** dropdown menu, select **Transfer All** to move all grades into the Final Adjusted Grade column. Make adjustments to grades as deemed necessary. Finally, under the **Final Grades** dropdown menu, select **Release All**. Click **Yes** to confirm. This action results in final grades being released, and visible, to students.



3. After releasing the Final Adjusted Grade to all students, a check mark will appear in the **Release Final Adjusted Grade** column. Remember to **Save and Close**.

Final Grades ▾
 > Show details and overall feedback
 Users
 Search For:
 1 2 20 per page

Name	Final Calculated Grade		Final Adjusted Grade		Feedback	Release Final Adjusted Grade	Event Log
	Grade	Scheme	Grade	Scheme			
<input type="checkbox"/> student 1	90.4 / 100	A-	91 / 100	A-	<input type="button" value="Feedback"/>	<input checked="" type="checkbox"/>	<input type="button" value="Event Log"/>
<input type="checkbox"/> student 2	79.4 / 100	C+	80 / 100	B-	<input type="button" value="Feedback"/>	<input checked="" type="checkbox"/>	<input type="button" value="Event Log"/>
<input type="checkbox"/> student 3	68.4 / 100	D+	69 / 100	D+	<input type="button" value="Feedback"/>	<input checked="" type="checkbox"/>	<input type="button" value="Event Log"/>
<input type="checkbox"/> student 4	57.4 / 100	F	58 / 100	F	<input type="button" value="Feedback"/>	<input checked="" type="checkbox"/>	<input type="button" value="Event Log"/>
<input type="checkbox"/> student 5	44 / 100	F	44 / 100	F	<input type="button" value="Feedback"/>	<input checked="" type="checkbox"/>	<input type="button" value="Event Log"/>

20 per page

Notes: To modify the visibility of grades for students (e.g.: remove a student from the release grades list), place a check mark on the far left column next to the student's name, and click Release/Unrelease.

Final Grades ▾
 > [Show details and overall feedback](#)
 Users

Search For: [Show Search Options](#)

Grade
 Clear
 Email
 Release/Unrelease

click to select students who will not have grade released

	Name	Final Calculated Grade	
		Grade	Scheme
<input checked="" type="checkbox"/>	student 1	90.4 / 100	90.4 %
<input checked="" type="checkbox"/>	student 2	79.4 / 100	79.4 %
<input type="checkbox"/>	student 3	68.4 / 100	68.4 %
<input checked="" type="checkbox"/>	student 4	57.4 / 100	57.4 %
<input type="checkbox"/>	student 5	44 / 100	44 %

To confirm that grades have been released, return to the **Enter Grades** page (Assessments → Grades). The released , or unreleased , icon will appear next to the grades in the **Final Adjusted Grade** column.