

Release Average/Final Grade to Students

It is important for students to know their average/grade throughout the semester. You can set this option at the beginning of the semester when you set up Grade Wizard. You can also set this option at any point in the semester by (guide with screenshots - [How to Release Average/Final Grade to Students](#)):

- 1. Go to Assessments in the Navbar and click on "Grades".**
- 2. Click on "Settings" in the upper right corner just below the Navbar.**
- 3. Click the "Calculations Options" tab.**
- 4. Scroll down to "Final Grade Released" and "Grade Calculations".**
- 5. Select (see screenshot below):**
 - a - Calculated Final Grade**
 - b - Automatically release final grade**
 - c - Drop ungraded items (be sure to enter 0 for passed due items not completed or the grades will not be reflected accurately)**
 - d - Automatically keep final grades updated**
 - e - Click the Save button**
- 6. Go to Assessments in the Navbar and click on Grades**

7. In the "Enter Grades" tab find the "Final Calculated Grade" column. Click the drop down menu and select "Enter Grades".

8. On the page that opens find the "Released" column (last column in table). Check the box for each student.

9. Click "Save and Close"

*** Be sure the column is visible to students.**

Final Grade Released

Release

a

☒ Calculated Final Grade ?

☐ Adjusted Final Grade ?

b

☒ Automatically release final grade ?

Grade Calculations

Ungraded Items

c

☒ Drop ungraded items ?

☐ Treat ungraded items as 0 ?

Auto Update

d

☒ Automatically keep final grades updated ?

e

Save

Close