How to: Release grades in the Grade Book
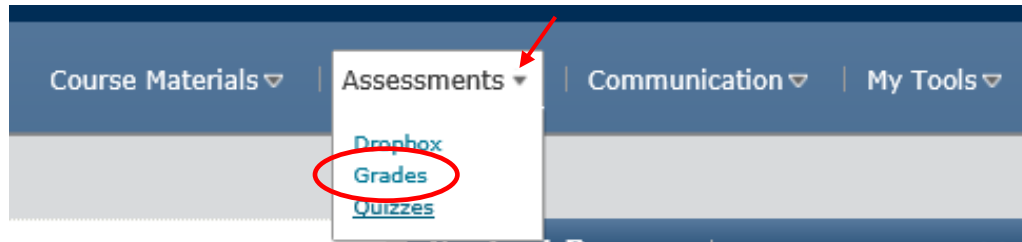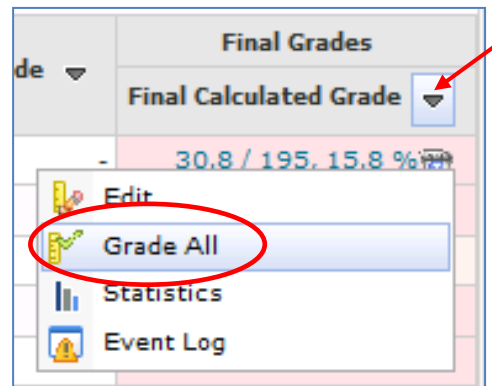
First, click on the drop down menu next to Assessments. From the menu, select Grades.

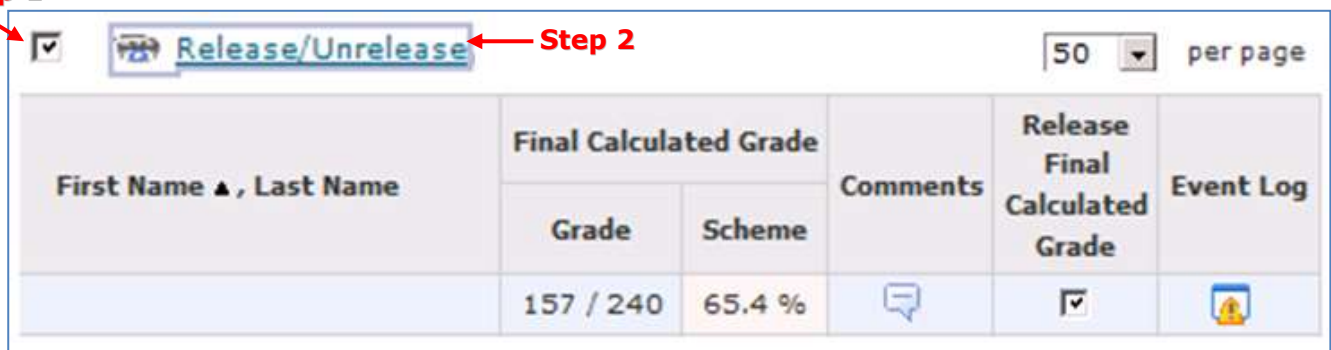Course Materials ▽ | Assessments ▾ | Communication ▽ | My Tools ▽

Dropbox
Grades
Quizzes

Next, click on the drop down menu next to the column title. Then select *Grade All* from the drop down list.

Final Grades

de ▽ Final Calculated Grade ▾

- 30.8 / 195, 15.8 %

Edit
Grade All
Statistics
Event Log

Then, there are three steps to release the grades:
First, check mark the **box** to highlight *all* students,
Second, click on the Release/Unrelease link with the **little eye**. This will place a check mark in the Release Final Calculated Grade, and release the Grade to the student.
Third, scroll down to the bottom and click **Save** and then Yes to confirm the grades to be released.

Step 1

☑ 🎞 Release/Unrelease ← **Step 2**   50 ▾ per page

First Name ▲, Last Name	Final Calculated Grade		Comments	Release Final Calculated Grade	Event Log
	Grade	Scheme			
	157 / 240	65.4 %	💬	☑	⚠

Step 3   Save   Cancel

Finally, go back to the **User List** and make sure that the **little eye** is shown next to each *Final Calculated Grade*.

Once the little eyeball is visible, students can see the final calculated grade in their own grade book. If you DO NOT Release Grades, students CANNOT see the final running percentage!!

Final Calculated Grade

110 / 110, 100 % 🎞
117 / 135, 86.7 % 🎞