

How to Release a Student's Current Average (from the Setup Wizard)

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Enter Grades | Manage Grades | Schemes | **Setup Wizard**

Grades Setup Wizard

Welcome to the Grades Setup Wizard!

Current Grade Book Settings

Grading System
Weighted

Final Grade To Release
Release the Calculated Final Grade
Automatically release final grade

Grade Calculations
Drop ungraded items
Automatically keep final grades updated

Default Grade Scheme
Percentage

Managing View Display Options
Display 2 decimal places for grade item values

Student View Display Options
Display points grade values
Do not display weighted grade values
Display grade scheme symbols
Display grade scheme colors
Display 2 decimal places for grade item values
Display 15 characters for Text type grade item values
Display the final grade calculation to users

Start

1. Go to the “Grades” area on the navbar bar.
2. Choose “Setup Wizard” on the mini bar.
3. Choose “Start” at the bottom of the page to begin the wizard.
4. In the “Step 2” area, there is a checkbox to “automatically release final grades”. If this is checked, then after the instructor enters the first grade in the gradebook, the current average (which is labeled “calculated final grade”) will automatically be released to that student. *Make sure you “continue” through the Setup Wizard until it is complete. Alternations DO NOT save until the completion of the Setup Wizard.*

Step 2 of 7

Step 2: Final Grade Released

Release

Calculated Final Grade
The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores.

Adjusted Final Grade
Allows you to modify or adjust users' grades before releasing them.

Automatically release final grade
When enabled, the system automatically marks users' final grades as released once created. You may still alter the release status after being automatically released.

Continue **Go Back** **Cancel**

Enter Grades Manage Grades Schemes Setup Wizard

Import Export More Actions ▾

Note

- 'Final Calculated Grade' sums to 246.817700986%, not 100%. Verify the total weight of all top level categories and items is 100%.

View By: User ▾ Apply

Search For: [Show Search Options](#)

Email 20 ▾ per page

First Name ▲, Last Name	Final Grades				
	Final Calculated Grade ▾	Ch 1 Quiz ▾	LTO Sample Quiz 1 ▾	LTO Sample Quiz 2 ▾	LTO Sample Quiz 3 ▾
BBC- Daisy Duck	-%	<input type="text"/> / 100	<input type="text"/> / 10	<input type="text"/> / 10	<input type="text"/> / 10
BBC- Darrell Dixon	-%	<input type="text"/> / 100	<input type="text"/> / 10	<input type="text"/> / 10	<input type="text"/> / 10
BBC- Glenn Rhee	-%	<input type="text"/> / 100	<input type="text"/> / 10	<input type="text"/> / 10	<input type="text"/> / 10

5. In the “Enter Grades” area, by default, the final calculated grade will not be released. As soon as the instructor adds in one grade item and saves, then the average will be released (and the symbol will change to an open eyeball). This occurs per student, so at that point, only the student with the entered grade can see his/her average.

First Name ▲, Last Name	Final Grades				
	Final Calculated Grade ▾	Ch 1 Quiz ▾	LTO Sample Quiz 1 ▾	LTO Sample Quiz 2 ▾	LTO Sample Quiz 3 ▾
BBC- Daisy Duck	90 %	90 / 100	<input type="text"/> / 10	<input type="text"/> / 10	<input type="text"/> / 10
BBC- Darrell Dixon	-%	<input type="text"/> / 100	<input type="text"/> / 10	<input type="text"/> / 10	<input type="text"/> / 10
BBC- Glenn Rhee	-%	<input type="text"/> / 100	<input type="text"/> / 10	<input type="text"/> / 10	<input type="text"/> / 10

A eyeball symbol with a line through it means that the student can see individual grades, but not the average. An open eyeball symbol means that the student can see the average.

Student CANNOT see average

First Name ▲, Last Name	Final Grades
	Final Calculated Grade ▾
BBC- Daisy Duck	90 %

Student CAN see average

First Name ▲, Last Name	Final Grades
	Final Calculated Grade ▾
BBC- Daisy Duck	90 %