Quick Tips: What You Should Know About Automatically Releasing Grades

Do you want your students to see their cumulative final grade throughout the course? Or, do you want to control when their final grades get released?

This is an important question to answer early on in your course. Below are key considerations.

1) Option One: Automatically Release Final Grades

Go to **Grades** and select either, **Enter Grades** or **Manage Grades.**

Then, if you click on **Settings** ⚙ Settings on the top right corner of the screen, you will see several tabs.

Calculation Options

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

When you click on **Calculation Options** and scroll towards the bottom, you will be given a few options.

Final Grade Released

Release

◉ Calculated Final Grade ❓
◯ Adjusted Final Grade ❓

☑ <mark>Automatically release final grade</mark> ❓

Grade Calculations

Ungraded Items

◉ <mark>Drop ungraded items</mark> ❓
◯ Treat ungraded items as 0 ❓

Auto Update

☑ <mark>Automatically keep final grades updated</mark> ❓

First of all, there is an **Automatically Release Final Grade** check box. This means that students will see their **Calculated Final Grade** once their final grade is saved.

If you check this option, you want students to see their cumulative final grade as it is earned throughout the course.

In this case, you should also check off the following:

1) **Drop ungraded items**
2) **Automatically keep final grades updated**

If you click **Treat Ungraded items as 0**, this means that grade items will be given a grade of 0 and the Calculated Final Grade will appear as 0.

This could potentially be confusing for students, therefore, if you use this option you may want to consider initially selecting **Drop ungraded items**.

With these settings, students can see their cumulative final grade (reflecting what they've earned to date) throughout their course.

Note: Weighted Grades (e.g. not what the item is marked out of but what it is worth as a percentage of the final course grade) is another important consideration. Ensure that you communicate regularly to students what their published grades mean in terms of how they are doing in the course. For example, a student who received 85% on their first five assignments but 40% on their final two assignments will fail

the course in a situation where a) collectively, the first five assignments are only worth 25% of the course and b) the final two assignments are both worth 37.5% of the course.

2) Option Two: Manually Release Grades

If you prefer to release the grades at the end of the course, then it is a good idea to keep **Automatically release final grade** unchecked.

When you are ready to release the grades at the end of the course, you must manually release the grades.

You do this by going to **Grades**, click the chevron beside **Final Calculated Grade**, and select **Grade All**.

Final Grades	
	Sample Grade It
Final Calculated Grade ⌄	
	Edit
- / -, -% ◉	Grade All
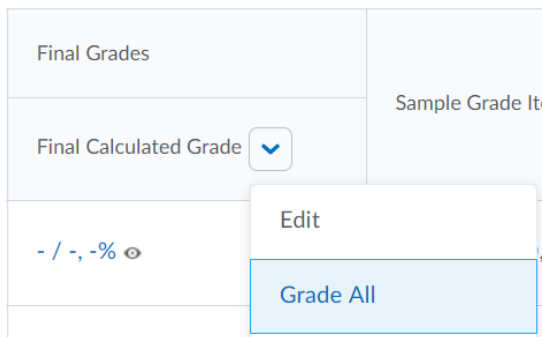
You will then see the **Final Grades Page**. Click on the chevron and select **Release All**.

Then, click **Save and Close**.

Final Grades ⌄

▷ Show details and overall feedback

Users

| Search For... 🔍 | Show Search Options |

📍 Set Grades   📍 Clear Grades   👥 Add Feedback   ✉ Email   👥 **Release/Unrelease**

Release/Unrelease the final grade for all selected users

	Last Name ▲ , First Name	Final Calculated Grade		Final Adjusted Grade			Feedback	Released
		Grade	Scheme	Grade		Scheme		
✔	🚩 2, Student ⌄	68 / 110	61.82 %	[　] / [　] > ⊞		-%	No feedback provided. ✏	✔

NOTE: Final Adjusted Grade applies *only* if you need to make a manual adjustment to the Final Calculated Grade but still want to see the cumulative Final Calculated Grade total. One example of using the Final Adjusted Grade would be applying a bell curve, though we do not do this at Algonquin.