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

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.
2. 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)
3. 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

1. 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.

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 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**.

**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.
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.

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**.

**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.
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.