# Release the Final Calculated Grade

## Objectives

For students to be successful, it is important to make grades and student progress accessible in Brightspace. Students expect to know where their course grade stands throughout the semester. For students to view their current total grade in Brightspace, instructors need to automatically release the Calculated Final Grade. Note: The following note is in regard to end-of-semester grades. Currently, Brightspace does not push grades to Banner. Please follow any instructions from the Registrar's office when directly submitting grades to Banner.

By following the guide, you will be able to

1. Check if the Final Calculated Grade is automatically released
2. Release the Final Calculated Grade to students

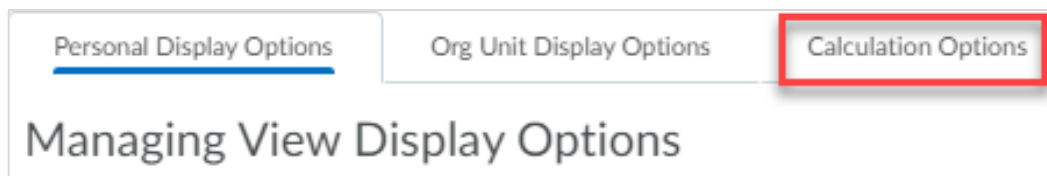## Part 1: Check if the Final Calculated Grade is automatically released

1. Login to Brightspace and enter your course.
2. Click **Grades.**



3. Click **Settings** on the top-right corner.



4. Click the **Calculated Options** tab.

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Page 1 of 3

12/4/2024

5. Scroll down to **Final Grade Released**, check **Calculated Final Grade**. Then check **Automatically release final grade** box.
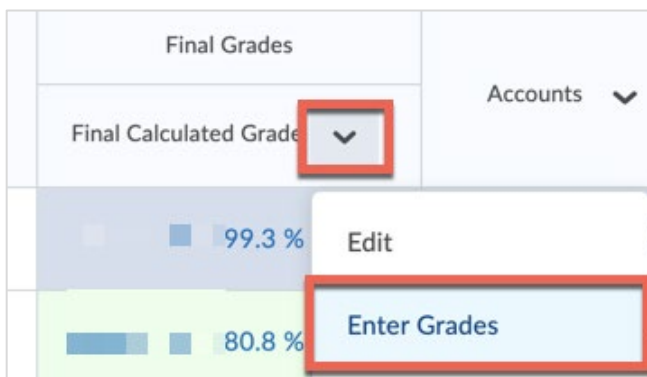


6. Click **Save**.
7. Click **Yes** to confirm

## Part 2: Release the Final Calculated Grade to students

1. Go to **Grades**.
2. Click **Enter Grades**.
3. Locate the **Final Calculated Grade** column.
4. Check the icon beside each final calculated grade to see if it is released. [Note: A closed eye icon indicates a final calculated grade is not released to the student.]



5. Click the context arrow beside Final Calculate Grade, and select **Enter Grades**.

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Page 2 of 3
12/4/2024

6. Check the box to the left of Last Name, First Name to select all user rows.



7. Click the **Release/Unrelease** button.



8. Check the last column to see if the Final Calculated Grade is **Released**. [Note: A checked box means the grade is released.]



9. Click on **Save and Close** to Complete.

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Page 3 of 3

12/4/2024