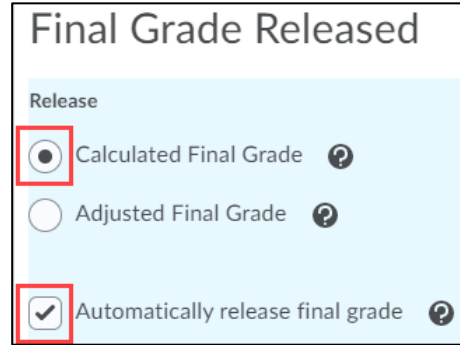


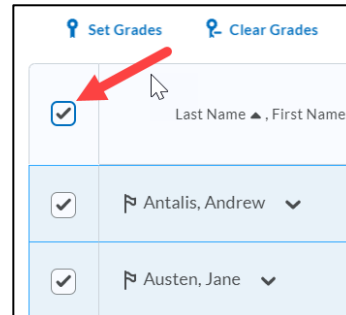
4. Scroll down to the **Final Grade Released** section.
5. Change the 'Release' to **Calculated Final Grade**.
6. Confirm that **Automatically release final grade** is checked.
7. Under **Grade Calculations**, confirm that the Ungraded Items are handled the way you want them to.
 - Drop ungraded items (Total pts. will adjust as work is submitted.)
 - Treat ungraded items as 0 (Total pts. reflects total of all grade items.)
8. Click **Save**.
9. Click **Yes** to confirm.



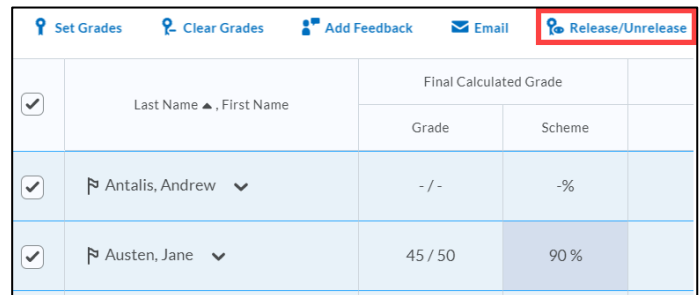
If you made changes in Step 1, proceed below to Step 2.

Step 2: Since this was a change, you need to republish the final grade to display for students.

1. From the Grades, click the **Enter Grades** tab.
2. Click the dropdown arrow next to **Final Calculated Grade**.
3. Select **Enter Grades**.
4. Scroll down to make sure that you are viewing all students on the same page. Change the view if needed. Then scroll back up.
5. Click the top check box to select all the students.



6. Click the **Release/Unrelease** button (see screenshot #2 below).
7. Note the far right 'Released' column will check all the boxes.
8. Click **Save and Close**.
9. Click **Yes** to confirm.



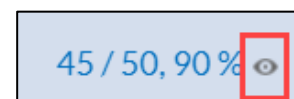
10. After the change is made, the screen will switch back to the **Enter Grades** view.
11. Look for the appropriate symbols next to each student's Final Calculated Grade score to confirm that the final grade is being released.

Note: No (Release/Unrelease) symbol will display if you are still set to release the Adjusted Final Grade.

Final grade **NOT** released



Final grade is **released**



12. When the Final Calculated Grade is set to release, students will see the Final Calculated Grade at the top of their gradebook when they click Grades.

Note: The 'View as Learner' role will not display the Final Calculated Grade. Use the Demo Student tool to accurately test this view.

Grades

Final Calculated Grade

Points
825 / 1,000

Grade
83 %

Part 7: Your total points are not correct in your gradebook.

Steps to Check your Settings:

What it looks like:

Step 1: Review grade items in Manage Grades.

1. Click **Grades** in the navigation bar.
2. Click the **Manage Grades** tab.
3. Identify any unneeded grade items (including duplicates)
 - Take note of which items to delete. Consider renaming them to make the deletion process easier for you. (Ex: Quiz 1 delete).
 - For any grade items you wish to keep for future use, make sure to check the boxes to 'Hide from Users' (Properties tab) and 'Exclude from Final Grade Calculation' (Restrictions tab) under Edit.

<input type="checkbox"/>	Quiz 1 ▾	Numeric	Quizzes ?
<input type="checkbox"/>	Quiz 1 ▾	Numeric	-
<input type="checkbox"/>	Assignr Edit		Assignments ?

Step 2: Review the Association column for each grade item.

2. From Manage Grades, confirm that all the grade items that should be linked to an activity, show an association.
 - Click the icon to review the association information.
3. To connect or disconnect a grade item to an activity:
 - Return to the activity to associate/disassociate the grade item. (Refer to Part 1, 2, or 3 of this guide.)

	Grade Item	Type	Association	Max. Points
<input type="checkbox"/>	Assignment 1 ▾	Numeric	Assignments ?	10
<input type="checkbox"/>	Assignment 2 ▾	Numeric	Assignments ?	10

Step 3: Delete all unneeded grade items.





1. From Manage Grades, click the **More Actions** button.
2. Select **Delete** from the dropdown menu.
3. From the 'Delete Grade Items and Categories' page, click the checkbox next to each item to delete.
4. Click the **Delete** button at the bottom of the page.
5. Click **Delete** in the popup window to confirm.

<input type="checkbox"/>	Quiz 1 ?
<input checked="" type="checkbox"/>	Quiz 1-delete

Note: You will NOT be able to delete grade items that are already associated with an activity. (Refer to Part 8, Step 2.)



Step 4: Review the Max. Points column for each grade item.


1. From Manage Grades, confirm that all the grade items have the correct max. points value.
2. To adjust a point value for a grade item:
 - Click the dropdown arrow next to the grade item.
 - Select **Edit** in the dropdown menu.
 - Scroll down to the 'Maximum Points' field.
 - Edit the point value as needed.
 - Click **Save and Close**.


<input type="checkbox"/>	Grade Item	Type	Association	Max. Points
<input type="checkbox"/>	Assignment 1 	Numeric	Assignments 	10
<input type="checkbox"/>	Assignment 2 	Numeric	Assignments 	10


Step 5: Review the excluded items in Manage Grades.

1. From Manage Grades, confirm that unused grade items are excluded from the final grade.
 - Excluded grade items will be marked with an exclamation mark symbol.
2. To edit this setting for a grade item:
 - Click the dropdown arrow next to the grade item.
 - Select **Edit** in the dropdown menu.
 - Scroll down and check the box to **Exclude from Final Grade Calculation**.
 - Click **Save and Close**.

Class Project Assignment  



Can Exceed
 


Bonus
 


Exclude from Final Grade Calculation
 

Step 6: Review the bonus items in Manage Grades.

1. From Manage Grades, confirm that extra-credit grade items are set as bonus.
 - Bonus points are not included in the total points and are added on top of the calculated grade. Bonus grade items will be marked with a star symbol.
 - Note: It is recommended to NOT include Bonus items in a Category to avoid potential incorrect calculations.
2. To edit this setting for a grade item:
 - Click the dropdown arrow next to the grade item.
 - Select **Edit** in the dropdown menu.
 - Scroll down and check the box to set as **Bonus**.
 - Click **Save and Close**.

Case Analysis Revision  

Can Exceed
 

Bonus
 

Exclude from Final Grade Calculation
 